



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO
OPNAVINST 4770.5F
OP-431
29 MAY 1991

OPNAV INSTRUCTION 4770.5F

Subj: GENERAL INSTRUCTIONS FOR INACTIVE SHIPS AND CRAFT

Encl: (1) Manual for the Inactivation, Maintenance, and Disposal
of Ships and Service Craft

1. Purpose. To set forth the general instructions, enclosure (1), for the inactivation and disposal of ships and service craft of the United States Navy and the administration of those assets following inactivation. This instruction has been substantially revised and should be reviewed in its entirety.
2. Cancellation. OPNAVINST 4770.5E and OPNAVINST 4440.4E.
3. Discussion. Enclosure (1) provides information, policies, taskings, and procedures for the overall management of inactive ships and service craft to include preparation required for inactivation, disposition, and future reactivation.
3. Reports. The reports required by this instruction are exempt from reports control by SECNAVINST 5214.2B.
4. Forms. The following forms may be ordered through Navy supply channels using NPFC P-2002D:
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MANUAL
FOR THE
INACTIVATION, MAINTENANCE, AND DISPOSAL
OF
SHIPS AND SERVICE CRAFT

Enclosure (1)

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Summary of Changes by Chapter
to OPNAVINST 4770.5F

Standard Changes Made Throughout the Manual

1. "Chief of Naval Material (CHNAVMAT)" changed to "Commander, Naval Sea Systems Command."
2. "SEA 07P" changed to "NAVSEADET Portsmouth VA"

Chapter One

Revised to reflect the policy that inactivating and defueling a nuclear-powered ship and submarine is tantamount to striking it for equipment removal purposes, and that the ship/submarine, having no further useful service life, is stricken from the Naval Register at decommissioning.

Added section to designate long-term storage sites for inactive nuclear-powered ships/submarines and to allow interim storage at other facilities.

Established the annual Ship Disposition Review (SDR).

Chapter Two

No significant changes have been made to this chapter.

Chapter Three (Old Chapter Four)

Added an exception to the onboard equipment and spare parts requirements to allow nuclear-powered ships/submarines to remove all spares and equipment during the Inactivation Availability; since, they are stricken upon decommissioning.

Added allowance for modifying storage preparation checklist by nuclear ship storage facility. The chapter also reassigns the responsibilities to supervise the inactivation of nuclear-powered ships (in conjunction with Type Commander (TYCOM)), authorize equipment removals, and waive equipment replacements (subject to Chief of Naval Operations (CNO) concurrence) from Naval Sea Systems Command Detachment (NAVSEADET) Portsmouth to the custodial naval shipyard.

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Clarified Commander, Naval Sea Systems Command (COMNAVSEASYS COM) funding responsibility for nuclear-powered ship and submarine inactivation work.

Provided a ship disposition matrix for use in making decisions on the ultimate disposal of ships.

Added general procedures for offload of storeroom items for ships holding material in the Navy Stock Fund.

For inactivating Shipboard Nontactical ADP Program II (SNAP II) ships, added a requirement to provide a copy of the updated configuration and inventory management databases to Navy Inactive Ship Maintenance Facility (NISMF), Ships Parts Control Center (SPCC), and inactivating TYCOM. In addition, a copy of the configuration file will go to the Configuration Data Manager.

Chapter Four (Old Chapter Three)

Increased the personnel manning period during inactivations to reflect increased ordnance lay-up requirements. Increased large amphibious ship manning during inactivations when there is no pre-inactivation overhaul. Moved nuclear-powered surface ships to the same section as nuclear-powered submarines and provided similar treatment.

Chapter Five

Added that CNO will direct the Naval Board of Inspection and Survey (INSURV) to conduct nuclear-powered ship/submarine pre-Inactivation inspections as pre-strike inspections and include appropriate recommendations.

Chapter Six (Old Chapter Eight)

No significant changes.

Chapter Seven (Old Chapter Ten)

Incorporated pre-Inactivation Naval Board of Inspection and Survey report and included nuclear-powered ships and submarines in the strike process.

The chapter also includes direction for a physical walk-through of ships to provide reasonable assurance that no material of known or anticipated value to the U.S. Navy, or other material

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that represents a waste of government resources, remains onboard prior to disposal.

Incorporates the provisions of OPNAVINST 4440.4E, Declassification, Demilitarization, and Stripping procedures for Ships programmed for Disposal.

Details the Maritime Administration (MARAD) disposition process.

Chapter Eight (Old Chapter Six)

No significant changes.

Chapter Nine

Expanded to include retention of ships in the National Defense Reserve Fleet (NDRF) and disposal of Military Sealift Command ships.

Chapter Ten (Old Chapter Eleven)

No changes.

Chapter Eleven

New addition to define programming and budgeting responsibilities.

Old Chapter Seven

Deleted.

Appendix A

New addition to provide definitions for terms used in the inactivation and disposal process.

Appendix B

New addition to provide a graphic presentation of the Ship Disposal Decision Process.

Appendix C

New addition to provide a summary of the disposition of material from ships being prepared for disposal.

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Appendices D through G (Old Appendices A through D)

No significant changes have been made to these appendices.

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LOCATOR CROSS-REFERENCE SHEET

Subj: General Instructions for Inactive Ships and Craft

This directive is not filed in these directive binders, but may be found at the following location:

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CHAPTER 1

INTRODUCTION

100. General. This manual provides the general direction for administering inactivation, maintenance, and ultimate disposition of ships and service craft located at Naval Inactive Ship Maintenance Facility (NISMF) sites, former nuclear-powered ships and submarines and ships with nuclear support facilities in the custody of naval shipyards, and ships held by the Maritime Administration (MARAD) for both Navy and Military Sealift Command (MSC) use.

101. Objective. Inactive ships and service craft form a reserve of sea power. It is the Navy's objective to hold those inactive assets designated for long-term retention in a state of readiness such that augmentation of the active fleet, when required, can be accomplished in the shortest possible time. A secondary objective is the efficient and effective use of resources in the inactivation and/or disposal process.

102. Policy

1. Inactive ships and service craft will be maintained in the highest practicable state of material readiness consistent with their probable employment, available funds, and higher priority Navy requirements for material as determined by the Chief of Naval Operations (CNO).
2. Annually, CNO will review the composition of the inventory of inactive ships and service craft and their material condition to determine the numbers of ships and service craft to be held in the various categories of readiness. This process is to be the Ship Disposition Review (SDR) and will be chaired by OP-43 with membership from each of the warfare sponsors (OP-02, OP-03 and OP-05) and other activities, as necessary.
3. CNO will maintain continuous scrutiny of the inventory of inactive ships, submarines, and service craft and their material condition to assign mobilization categories and form a basis for decision on the disposal of excess and unfit ships/submarines/service craft. It will be a matter for review at the SDR.

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103. Geographical Dispersion

1. Security of ship types is provided by dispersal among geographically separated berthing areas to the extent practicable consistent with economy, efficient administration, and effective use of available facilities.
2. Navy Inactive Ships Maintenance Facility (NISMF) sites which retain primarily combatant ships and service craft are located at Philadelphia, PA; Portsmouth, VA; Bremerton, WA; and Pearl Harbor, HI. Puget Sound Naval Shipyard in Bremerton, WA, and Norfolk Naval Shipyard in Portsmouth, VA, are the custodians for former nuclear-powered ships, submarines, and ships with nuclear support facilities.
3. Naval ships of basic merchant design and those ships operated by MSC are normally maintained in an inactive status in the National Defense Reserve Fleet (NDRF) under custody of the Maritime Administration (MARAD) and held for Navy or MSC use, as appropriate. The NDRF includes ships of the Amphibious Force. NDRF locations are James River, VA; Beaumont, TX; and Suisun Bay, CA. In addition, MARAD maintains Ready Reserve Force (RRF) ships (a quick response subset of the NDRF) at the above three sites as-well-as outposted at other sites in the continental United States (CONUS) and overseas.
4. Commander, Naval Sea Systems Command (COMNAVSEASYSOM) will determine sites for berthing individual ships and service craft after inactivation including shifts of vessels between NISMF sites. COMNAVSEASYSOM will report that information to CNO.

104. Transfer of Ships and Service Craft

1. The Secretary of the Navy (SECNAV) will direct the title transfer of inactive ships and service craft to foreign governments, various government agencies (less MARAD), and other potential recipients.
2. CNO will direct the transfer of inactive ships and service craft to MARAD and other naval activities. CNO will be informed of the completion of transfers or changes in the custody of inactive ships and service craft.

105. Exchange of Ships. Requests for the exchange of ships from the operating forces or the Naval Reserve Force (NRF) for previously inactivated ships will be submitted to CNO for approval.

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106. Nuclear-Powered Ships and Submarines plus Ships and Service Craft with Nuclear Support Spaces

1. Inactivation, retention, and ultimate disposal of nuclear-powered ships and submarines will be as directed by CNO in coordination with COMNAVSEASYS COM and as approved by SECNAV. Inactivation and defueling of a nuclear-powered ship or submarine is tantamount to striking it for the purposes of removing critical program equipment and equipment no longer supported by the manufacturer. Nuclear-powered ships and submarines shall be stricken from the Naval Vessel Register concurrent with decommissioning. Nuclear-powered ships and submarines and ships and service craft with nuclear support spaces will be guided by the instructions in this manual with additional guidance provided by COMNAVSEASYS COM in relation to nuclear engineering and nuclear support facilities.

2. Following retirement, such ships and submarines will be retained in waterborne storage at Norfolk Naval Shipyard, Portsmouth, VA and Puget Sound Naval Shipyards, Bremerton, WA, until final disposal or until further direction by CNO. Some nuclear-powered ships may be placed in interim storage at other facilities while awaiting towing or to meet other COMNAVSEASYS COM requirements. Once the reactor compartment has been removed, ships may be stored at other facilities provided applicable security requirements are met. Service craft with nuclear support facilities will be maintained in storage at the shipyard having custody until final disposition.

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CHAPTER 2

ORGANIZATION AND COMMAND

201. General

1. Most inactive ships and service craft that are retained in Navy custody are berthed at NISMFs. When special circumstances dictate, assignment may be made to other shore activities.

2. Each of the NISMF sites will be managed by a site director and will be Government Owned/Contractor Operated (GO/CO) activities.

3. The primary mission of each site is to be the custodian and provide for the inactivation, safe storage, security, maintenance, cannibalization, and disposal of naval ships and service craft as assigned.

4. When other inactive ships or service craft are assigned to other naval shore activities, the commanding officer of those activities shall be designated as custodian and will provide for the inactivation, safe storage, custody, security, maintenance and activation of assigned ships or craft.

202. Responsibilities

1. Command and support responsibilities for the NISMF sites are delegated to COMNAVSEASYS COM and are operated under the COMNAVSEASYS COM Detachment, Portsmouth, VA (NAVSEADET Portsmouth, VA).

2. Exercise of responsibility for the custody, security, maintenance and readiness of vessels assigned to the NISMF organization lies with COMNAVSEASYS COM and includes development of the inactivation plan, execution of the inactivation plan, preparation for reactivation, and disposal of vessels as directed.

3. NAVSEADET Portsmouth, VA is responsible for any ship in the Inactive Fleet no matter where berthed (NISMF or MARAD) except for MSC mobilization assets; formerly nuclear-powered ships and submarines and ships and service craft with nuclear-powered support capability which are berthed at a naval shipyard and are the responsibility of the that yard; and inactive ships still in Type Commander custody prior to turnover to a NISMF. An MSC ship which is a mobilization asset is the responsibility of MSC. When

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MSC decides to remove one of the ships from mobilization, the ship becomes the responsibility of the Inactive Fleet (NAVSEADET Portsmouth, VA) for disposal.

203. Status of Ships and Service Craft

1. Inactive ships are Out of Commission, In Reserve (OCIR). Inactive service craft and USNS ships are Out of Service, In Reserve (OSIR). Those terms will be applied also to inactive ships and service craft that are partially activated as accommodation ships or as required to meet the needs of COMNAVSEASYS COM.

2. As of midnight of the day preceding commencement of inactivation, which is normally the date of stand down as directed by CNO, ships and service craft are placed In Commission, In Reserve (ICIR) or In Service, In Reserve (ISIR) respectively. Vessels inactivating will remain ICIR or ISIR until completion of inactivation which in most instances will coincide with the date of decommissioning or removal from service as determined by CNO.

3. Reports of changes in status for ships are made by the ship under current instructions for movement reports in NWIP 20-D. Report changes in the case of service craft are made under OPNAVINST 4780.6B.

204. Ship Command Relations. The commanding officer of a ship scheduled for inactivation/safe stowage remains under the administrative and operational control of respective Type Commander.

205. Pre-Inactivation Overhauls. Pre-inactivation overhauls will not be done except when specifically ordered by CNO.

206. Military Billets

1. Military billets are allocated to COMNAVSEASYS COM for the purpose of managing the Commander's responsibilities for inactive ships and service craft.

2. Requests for changes in the types and numbers of military billets must be submitted to CNO via COMNAVSEASYS COM for approval.

207. Manage to Payroll. Manage to Payroll authority is allocated to COMNAVSEASYS COM for the purpose of providing on-site administration to and oversight of the contractor providing services to the respective NISMF organization.

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208. Contract Personnel. Actual work concerning the maintenance and security of ships and service craft assigned to the NISMF organization will be performed by a civilian contractor using civilian personnel provided by that contractor. Use of a civilian contractor to perform the work on a category Z ship is subject to COMNAVSEASYS COM concurrence.

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CHAPTER 3

INACTIVATIONS

301. Inactivation Decision. Inactivation decisions (for example, the method of lay-up, how ship will be maintained, and whether an inactive ship should be disposed of) are made during the Ship Disposition Review (SDR) process discussed in Chapter 1 of this manual. Appendix B graphically portrays some of the considerations used in determining the disposition of ships in the active Fleet. The initial step is the conduct of a Board of Inspection and Survey (INSURV) inspection of the ship to determine and document the material condition of the ship (discussed in Chapter 5). A determination will then be made whether it is cost effective to raise the level of material condition and warfare capabilities to the level that would be desired for continued assignment to the active Fleet. Based on this assessment of the material condition, warfare capabilities, and cost to upgrade, a decision process is started that considers:

1. If the ship is found fit for further use there are two options:

a. Retention for mobilization is a decision to inactivate the ship in such a way that it could be reactivated on relatively short notice. Inactivation procedures are described later in this chapter. The warfare sponsor must decide the lay-up category and the maintenance category to be assigned to the ship.

b. Offering ship for Foreign Military Lease (FML) is a decision to maintain the ship in an operating condition and lease it to a foreign government. Technically, the ship can be considered to be in a mobilization status, since it could be returned to U.S. Navy operations upon expiration of the lease and the ship will be maintained in an operating condition by the leasing government. Again, the warfare sponsor must decide the lay-up category and the maintenance category to be assigned to the ship, if no hot ship transfer is planned. If the FML offer is accepted, plans will be developed to finalize the lease arrangements and prepare the ship for transfer to the other government. If the offer is not accepted, CNO is again faced with the decision of retaining the ship for mobilization or striking the ship. A decision for retention for mobilization will be handled as in paragraph 301.1.a. above; whereas, the strike decision will be handled as in paragraph 301.2.

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2. If the ship is found to be unfit for further use by the U.S. Navy, it will be stricken from the Naval Vessel Register and disposed of through three options:

a. Offering a ship for Foreign Military Sale (FMS) is a decision to maintain the ship in an operating condition and transfer to a foreign government. Depending on the equipment installed, some equipment may be removed prior to offering the ship for sale. If the offer is accepted, the ship will be prepared for transfer under paragraph 310. If the offer is not accepted, the ship will be considered for disposal as discussed in subparagraph 301.2c.

b. Retention of a ship as a Logistics Support Asset is a decision that the ship will be inactivated and will be a primary candidate for cannibalization or inventory manager support for a designated period of time and then processed for disposal. Cannibalizations of such ships will not require replacement of the material removed. The SDR process shall review the ship's value as a Logistics Support Asset and determine when the disposal process is to be implemented.

c. Disposal of the ship can be performed under four basic options:

(1) Consign the ship for use as a memorial or for donation. Procedures for this are discussed in paragraph 313.

(2) Consign the ship for use as a target or for experimental purposes. Procedures for this are discussed in paragraph 312.

(3) Sale of the ship through the Defense Reutilization and Marketing Region (DRMR). Procedures for this are discussed in paragraph 706.

(4) Transfer title of the ship to the Maritime Administration (MARAD). Procedures are discussed in paragraph 706.

Chapter 7 provides policy and procedures for the additional effort that is required to strip a ship prior to disposal.

For those ships scheduled for inactivation or disposal, a maintenance category will be assigned which indicates the level of maintenance that will be performed in the inactivation process and while the ship is held in an inactive status. The decision for the disposition of the ship will also determine a "lay-up

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category" which defines the degree of inactivation maintenance that will be performed prior to inactivation and the type of care that will be provided during stowage. The maintenance and lay-up categories are decisions made by the Warfare Sponsor.

302. Maintenance Categories

1. Inactive ships/service craft are assigned to maintenance categories by CNO based on the planned disposition. The categories indicate the priority sequence for the level of maintenance to be accomplished. The categories include Reserve Category B, C, D, I, X, and Z.

2. Category definitions are:

a. Category B is applicable to ships only. Category B ships are designated for potential mobilization and will receive the maximum maintenance including improvement of material condition within funds available. By definition, the ships are those most urgently needed to augment the Active Fleet in an emergency.

b. Category C ships/service craft are those retention assets that will be maintained in an "as is" material condition with no decrease in the state of preservation. Retention service craft will be assigned to Category C under OPNAVINST 4780.6B. Ships being held for FML will also be assigned to Category C.

c. Category D ships/service craft are those in custody of the NISMF sites with berthing support only provided (not considered inactive but temporarily retained pending planned usage by the active force).

d. Category I craft are in-service craft assigned to the NISMF.

e. Category X applies to ships and service craft that have been stricken from the Naval Vessel Register and are awaiting disposal by scrap sale, sale to a foreign country (FMS), designated target, or memorial or donation, as applicable. Only security required for fire, flooding, and pilferage will be provided.

f. Category Z are former nuclear-powered ships and submarines plus nuclear related tenders and service craft.

303. Lay-up Categories. The lay-up category determines the amount of maintenance and repair that will be performed prior to

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or during the inactivation. The lay-up categories in decreasing order of completeness are:

1. Full Inactivation includes pre-inactivation ship overhaul, drydocking, and inactivation in accordance with all of the requirements of Naval Ship Technical Manual (NSTM) Chapter 050. (Normally applies to Maintenance Category B ships.)
2. Standard Inactivation is laying-up a ship under NSTM Chapter 050, Sections 7 and 9 plus applicable paragraphs in Sections 2 and 3. In addition, all C-3/C-4 Casualty Reports (CASREPs) will be completed prior to inactivation, unless specifically waived by CNO. Dehumidification, cathodic protection, and flooding alarms will be installed on such vessels. This method does not include pre-inactivation ship overhaul and normally does not include drydocking. This method is normally used for ships designated for mobilization or ships designated for foreign military lease which require equipment preservation for long-term stowage. For FML, ships will be laid up using standard inactivation procedures except combat systems equipment which will be inactivated using Planned Maintenance Systems Inactive Equipment Maintenance Procedures. Standard Inactivation was previously referred to as modified safe stow. (Normally applies to Maintenance Category B or C ships.)
3. Safe Stow is laying-up a ship with the minimum preparation requirements of NSTM Chapter 050, Sections 7 and 9. This method of lay-up is normally accomplished on ships and service craft that are stricken and designated for scrap sale, transfer, FMS, or other type of disposal. (Normally applies to Maintenance Category D, X, and Z ships.)

304. Inactivation Phases. The inactivation process consists of two phases: Phase Alpha is the pre-inactivation overhaul, if performed; and Phase Bravo is the inactivation and preservation period. NAVSEA Technical Manual Chapter 050 (NSTM 050), Readiness and Care of Inactive Ships, provides a detailed description of the two phases. Currently, ships are normally scheduled for Phase Bravo only.

305. Inactivation Responsibilities. Responsibility for inactivation of a non-nuclear ship/service craft is with the ship's commanding officer. NAVSEADET, Portsmouth, VA and NISMF provide guidance before and during the inactivation. NISMF is responsible for inspecting inactivation work to ensure that preservation is properly performed. After the ship is accepted by the NISMF at the NISMF designated site (NISMF or MARAD) and placed OCIR,

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NISMF is responsible for its maintenance and security. For nuclear-powered ships and submarines, inactivation is performed under the supervision of COMNAVSEASYSKOM.

306. General Concept

1. COMNAVSEASYSKOM will prepare and issue detailed instructions for inactivation and preservation of ships and service craft, including the adequate control of the quality and progress of inactivation work.
2. Procedures for inactivation and preservation will provide for ships and service craft held for mobilization to be materially ready for expeditious reactivation in an emergency for assignment to the operating forces.
3. Inactivation of ships scheduled for berthing in the NDRF is discussed in Chapter 8.
4. Inactivation of ships operated by Military Sealift Command is discussed in Chapter 9.
5. Removal of material for the Curator for the Department of the Navy is discussed in Chapter 10.
6. Crews will be reduced as soon as feasible after stand-down, commensurate with safety and final disposition considerations.
7. For ships designated for mobilization, FMS and FML, controlled equipment and repair parts (including Maintenance Assist Modules (MAMs), Ready Service Spares (RSS), and Depot Level Repairables (DLRs) in all of those categories) will remain on board. In the case of former nuclear-powered ships and submarines and non-retention assets, the assets are removed by Intrafleet Supply Support Operation Program (ISSOP) as part of the inactivation process. The Type Commander and item manager are authorized to fill Casualty Reports (CASREPs) and other Issue Priority Group (IPG) 1 shortages only. The remaining Storeroom Items (SRI) will be maintained in their storeroom locations and the remaining MAMs and RSS will be separately boxed with an inventory list and locked in the storerooms. All not ready for issue (NRFI) assets are turned in to material turned into store (MTIS). Installed equipment may be removed to meet Fleet requirements with approval of NAVSEADET Portsmouth, VA subject to CNO's concurrence. Commencing in Fiscal Year (FY) 92 for selected ship classes, the reactivation plan will be done as a Ship Alteration Repair Package (SARP). Chief, Bureau of Medicine and

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Surgery will issue the necessary detailed instructions concerning disposition of medical allowance list material. Appendix C provides a matrix for the disposition of various types of material based on the inactivation/disposal destination of the ship/craft.

8. Once a ship or submarine has been turned over to NAVSEADET Portsmouth, VA or a naval shipyard, the equipment, controlled equipage, and repair parts that are authorized for removal will be replaced, unless replacement is waived by NAVSEADET Portsmouth, VA or the naval shipyard having custody, subject to CNO's concurrence. For nuclear-powered ships and submarines undergoing inactivation intended for striking immediately, replacement will be waived, except as necessary to maintain safety, security, and watertight integrity. Controlled equipage and repair parts removed from inactive ships with the replacement requirement waived will be recorded in the ship's activation plan.

307. General Procedures

1. The Fleet Commanders In Chief (FLTCINCs) will provide recommended stand-down and decommissioning dates to CNO. When these dates have been approved by CNO, the retirement process will commence.

2. Such ships will, however, remain in commission, under Fleet Commander's control until the date of decommissioning determined by CNO.

3. For nuclear-powered ships, once decommissioning has been approved and a target date determined, the specific decommissioning date may be scheduled by the Type Commander (TYCOM) to support the inactivation availability schedule as long as it occurs in the same fiscal year as the target decommissioning date. The TYCOM will inform the FLTCINC, CNO, COMNAVSEASYS COM, Commander Naval Supply Systems Command (COMNAVSUPSYSCOM), and Chief of Naval Personnel (CHNAVPERS) by message when the decommissioning is conducted.

308. Inactivations

1. Ships designated to enter the inactive fleet which are not scheduled for hot ship transfer to a foreign country commence the inactivation process as soon as possible after commencement of stand-down.

2. To the maximum extent possible, the process is carried out in the ship's home port.
3. The inactivation process for conventionally powered ships will normally be carried out under the supervision of the appropriate TYCOM through the commanding officer of the individual ship with guidance provided by NAVSEADDET Portsmouth, VA.
4. For nuclear-powered ships and submarines, inactivation is performed under the supervision of the appropriate TYCOM through the Commanding Officer of the individual ship with guidance provided by COMNAVSEASYSKOM.

309. Strikes

1. Ships designated for strike, which are not identified for potential transfer to a foreign country, shall commence inactivation/pre-strike procedures as soon as feasible after being so designated. The custodian (normally the TYCOM) will conduct liaison with the appropriate NISMF or naval shipyard if preparation for safe stowage is directed.
2. Crews will be reduced to caretaker level when feasible. A large percentage of the crew will normally be retained onboard until directed stripping actions and safe stowage preparations are near completion. The caretaker crew will be required until the ship begins to be towed to a NISMF designated site (NISMF or MARAD). The ship remains under TYCOM control until received at the NISMF designated site.
3. For nuclear-powered ships and submarines, the vessel is designated for strike concurrent with the official decommissioning.

310. Transfers to Foreign Countries

1. Ships can be transferred to other countries as either a Foreign Military Lease (FML) or a Foreign Military Sale (FMS). These ships can be transferred as either a "hot ship" transfer or a non-hot ship transfer. In the case of the hot ship transfer the foreign crew "relieves the watch" of the U.S. Navy crew coincident with the decommissioning of the ship from the U.S. Navy. SECNAVINST 4900.48 is the governing instruction for transfer of naval vessels to foreign governments and international organizations. However, the instruction does not apply to delivery of new ships constructed under U.S. Navy contract for foreign governments.

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a. Ships designated for "hot ship" transfer to a foreign country are normally to be maintained in "full steaming condition." They are to be maintained at their present level of material condition. No funds are to be expended to upgrade that condition. SECNAVINST 4900.48 is the governing instruction for transfers to foreign governments of ships and craft which have been removed from service in the U. S. Navy.

b. Ships designated for transfer which will not be a "hot ship" turnover will be inactivated. Ships destined for FML will normally be prepared for Standard Inactivation under the requirements of Article 324. Ships destined for FMS will normally be prepared for safe stow under the requirements of Article 324. When a ship's status is changed from hot ship to standard inactivation, the ship's commanding officer will report for duty on all matters relating to standard inactivation to the Director, Naval Inactive Ship Maintenance Facility as of 0001 local time of the day scheduled for commencement of standard inactivation preparations. Coincident with the transfer to the foreign government, the recipient navy may purchase support to include the reversal of actions required for standard inactivation. The purchase can be made from the US Government through FMS procedures or directly from commercial shipyards.

2. SECNAVINST 4900.48 discusses the limits of equipment removal from ships designated for foreign transfer and takes precedence over portions of article 316 of this instruction in the area of equipment removal.

3. The reduction of crews will be determined and effected on a case basis taking into consideration the minimum number of personnel required to maintain the ship for "hot ship" transfer or inactivation/strike if the transfer plan fails to materialize.

311. Naval Reserve Force (NRF) Ship Status. Ships presently in NRF status which are scheduled for transfer to the inactive fleet will follow the same procedures outlined in articles 306 through 309; however, they will be kept at normal manning due to their already reduced crew size.

312. Utilization of Ships as Targets and Experimental Vessels

1. A major claimant with a requirement for a ship or craft for use as a target or experimental platform should notify OP-43 by letter defining the project or exercise approximately one year in advance.

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2. Any hull identified as a sinking exercise (SINKEX) candidate by the major claimant may be required to undergo stripping in addition to stripping actions required by this instruction of ships destined for disposal. The additional stripping will normally be performed by private contractor. Costs and manpower associated with implementing a contract will be borne by the requiring activity. No SINKEX will be authorized unless a hull has been through this process or OPNAV provides a waiver. The time necessary to process a hull completely through the private contractor stripping is estimated at 6 to 8 months.

3. Costs associated with storage, breakout, and environmental preparations of a ship or craft designated as a target or experimental platform which is berthed at any NISMF, naval shipyard, or MARAD site must be borne by the requiring activity.

313. Utilization of Ships as Memorials

1. A state, municipality, or non-profit organization may submit a written or oral request to CNO for a specific ship or general type of ship for display as a memorial. CNO will notify COMNAVSEASYSCOM of the request and the availability of ships which can be offered for use as a memorial. COMNAVSEASYSCOM will provide a response to the request and inform requesters of the requirements which must be met to qualify for donation of ships for memorials. Further, the response will provide the information necessary to make a memorial bid. The response will specify a deadline by which the "Bid Package", complete with guarantees of funding availability, must be received. A notification of intent to initiate disposal will be contained with the initial bid package.

2. The requester will have 6 months to submit a complete bid package. If the bid is not received within that time, disposal by other means may be initiated. If a bid is received that does not meet the total bid requirement, but appears to be partially responsive, COMNAVSEASYSCOM, with concurrence of CNO, may grant a three-month extension to the six-month hold period.

3. If the specific ship or general type of ship is not available, COMNAVSEASYSCOM will place the request on a waiting list and will notify the requester if and when the ship becomes available.

4. A bid which meets all of the requirements established by the bid package, including indications that funding is available to support the project, is known as a "Firm Memorial Bid." Based on

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the receipt of a Firm Memorial Bid, a date for the transfer of the ship for a memorial will be established and the disposal process will begin.

5. If no Firm Memorial Bid is received within the required holding period, disposal by other means can begin with no further notification required. COMNAVSEASYSCOM will notify the requester that disposal has begun. If a Firm Memorial Bid is received, the disposal process can be halted; however, cosmetic changes may have taken place for which the Navy is not responsible for correction.

6. If the requesting activity appeals the disposal of the ship, COMNAVSEASYSCOM may authorize a three month extension until the appeal is exhausted. This action will be coordinated with CNO and SECNAV.

314. Reports. Casualty Report (CASREP) and Status of Resources and Training System (SORTS) requirements will normally be modified by the TYCOM to simplify reporting during stand-down periods.

315. Habitability. During the stand-down phase of inactivation and at such time as the ship becomes uninhabitable for the remaining crew members, messing and berthing will be provided ashore. Arrangements will be the responsibility of the respective TYCOM. However, permanently installed berthing, messing facilities, laundry facilities, and habitability items will be held in a maximum state of readiness for reactivation consistent with proper preservation and security.

316. Supply

1. The following steps will be accomplished incident to inactivation to ensure mobilization assets are logistically supported upon reactivation. Ships scheduled for disposal will be stripped in accordance with the stripping procedures of Chapter 7.

a. For all ships, maximum advance planning, liaison, and action by NAVSEADET Portsmouth, VA and the applicable TYCOM is required to ensure all logistics requirements incident to inactivation are accomplished efficiently and economically.

b. One year prior to the scheduled decommissioning date of a mobilization asset, if the ship has not received a shipboard equipment validation within 36 months of the scheduled decommissioning date, the TYCOM will schedule a configuration validation

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with the Configuration Data Manager (CDM) and other involved activities. The CDM will verify the configuration changes and forward the information to Navy, Ships Parts Control Center (SPCC) for the production of an updated Coordinated Shipboard Allowance List (COSAL). After the validation, the ship will continue to report configuration changes to the CDM. The CDM will continue to monitor CKs and update the Ship's Configuration and Logistics Support Information System (SCLSIS) database. The COSAL/Shipboard Nontactical ADP Program II (SNAP II) database will be extracted when the ship is ready to start the inactivation process and will be scheduled like any availability extraction. A copy of the ship's configuration database will be provided to the TYCOM for planning purposes (i.e., selection of equipment to be removed and redistributed). If the equipment is planned to be deleted and will not be replaced prior to reactivation, this information will be provided to the CDM as a planned deletion from the configuration. Planned deletions will also be identified to the CDM by the appropriate COMNAVSEASYS COM life cycle manager. Equipment being removed for redistribution to other ships or rotatable pools that is expected to be replaced prior to reactivation should not be reported as a planned deletion.

c. During the inactivation phase, NAVSEADET Portsmouth, VA will ensure the ship receives an inventory and validation of all storeroom repair parts, bulkhead mounted spares, ready service spares (RSS), maintenance assistance modules (MAMs), and technical manuals. Planned Maintenance System (PMS) materials will also be inventoried and validated.

d. Nuclear-powered ships and submarines will not receive a modified Integrated Logistics Overhaul (ILO) because inactivation and defueling has been declared tantamount to striking.

e. At the conclusion of the ILO efforts, all automated and manual records will be updated to reflect the current ship's inventories and configuration. Magnetic tape copies of all ship's files will be produced and sent to the CDM. Hardback copies of all automated files will be produced and secured onboard so that mobilization can be performed either as a manual or automated ship, as best fits the circumstances. A duplicate copy of the hardcopy configuration and stock record files (SNAP II Equipment Record (EQU) and Stock Record File (SRF) respectively) will be provided to NAVSEADET Portsmouth. Automated Data Processing (ADP) hardware and software will be removed from the ship and redistributed by the inventory manager, as discussed in paragraph 317.

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2. All repair parts will be validated with the ship's configuration record. Material excess to allowance will be made available for return to the Supply System following standard material return procedures. Deficiencies in allowed material will be annotated in the ship's inventory records but not reordered. Following the inventory and validation process all authorized storeroom items (SRI), bulkhead mounted spares, operating space items (OSI), ready service spares (RSS), and maintenance assistance modules (MAMs) will be backloaded on to the ship. The material will remain on the ship.

3. Certain material end use items may be removed from the ship to satisfy Fleet and supply systems requirements with the concurrence of the appropriate activity as shown in the following subparagraphs. All removed installed equipment must be documented on a DD 1149 form and turned over to the custodian. NISMF must maintain records of all material removed from the ship. All configuration changes must be reported via OPNAV 4790/CK form following the normal processing procedures. The Inventory Manager is responsible for developing a plan to ensure replacement of removed installed equipment in the event of ship reactivation.

a. For ships designated as a mobilization asset, FMS, or FML, the TYCOM and item manager are authorized to fill immediate CASREP and other IPG 1 shortages only for storeroom items (SRI); bulkhead mounted spares; Maintenance Assistance Modules (MAMs); and Ready Service Spares (RSS), including Depot Level Repairables (DLRs) in all categories. All appropriate supply and configuration records will be updated to reflect any changes in configuration or allowance. All other allowed items are to remain onboard and be turned over to the NISMF. Remaining SRI will stay in their storeroom locations and remaining bulkhead mounted spares will remain in their mountings in the location. Remaining MAMs and RSS will be separately boxed with an inventory list and locked in the storerooms. All excess and not ready for issue (NRFI) items will be turned in as Material Turned Into Store (MTIS). For ships slated for disposal, the stripping procedures of Chapter 7 pertain.

b. Equipage, with the exception of labor saving devices, electronics test equipments, electric and pneumatic powered tools, P-250 and submersible pumps, vaneaxial blowers, life jackets, special clothing, ADP hardware and software (example, SNAP II) and items containing rubberized parts, will be retained with applicable updated stock card and custody records. Stowage will be in a dehumidified, locked, central location affording

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maximum security consistent with the physical and pilferable characteristics of the equipment.

c. Exception items listed in article 316.3b will be redistributed by the TYCOM to fill deficiencies of other ships. Items not redistributed will be turned in to the NISMF for screening by ISSOP.

d. All small arms and night vision devices will be off-loaded and shipped to Naval Weapons Support Center (NAVWPNSUPPCEN), Crane, Indiana.

e. All portable "2F" radiac equipment will be offloaded and turned in to the nearest Radiation Calibration Laboratory for transshipment to Naval Supply Center (NSC) Oakland or NSC Norfolk, as appropriate, under the Radiac Policies and Procedures Manual Volume 2 Part 1 (SE700-AA-MAN-210/Radiac). All shipments will be marked "For Radiac Repair". A list of radiac equipment removed from each ship will be furnished with the COSAL.

f. Prior to the start of inactivation, all non-equipment related material (consumables), noncontrolled equipage, bedding items not required for use during inactivation, and operating space items not covered in the above sub-paragraphs, will be redistributed in accordance with applicable TYCOM instructions.

g. Allowance deficiencies will not be ordered during the inactivation and lay-up of the ships and service craft. For mobilization, FMS, and FML designated ships, storeroom items (SRI), Maintenance Assistance Modules (MAMs), and Ready Service Spares (RSS) shortages will continue to be ordered until 45 days prior to decommissioning date.

h. All aeronautical and aircraft equipment and spares will be turned in to store for reissue. However, equipment and spares for shipboard installed aviation equipment (i.e., helicopter landing systems plus catapult and arresting gear) are considered to be an integral part of the ship and as such should not be removed from the deactivated ship.

i. Actions required concerning security alarm systems (Circuit FZ and 4FZ), associated manuals, drawings, diagrams, locks, keys, etc. are contained in OPNAVINST S5513.5A, enclosure (31).

j. With concurrence of the Warfare Sponsor, removal of satellite communication equipment by the Commander, Space and

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Naval Warfare System Command (COMSPAWARSSYSCOM) is authorized except that the cabling and connectors will not be removed. In the event of reactivation of the respective ship (if designated a mobilization asset), replacement equipment will be made available.

k. With concurrence of the Warfare Sponsor, removal of Command and Control Systems or equipment by COMSPAWARSSYSCOM is authorized except that the cabling and connectors will not be removed. In the event of reactivation of the ship (if designated a mobilization asset), replacement equipment will be made available.

l. Removal of embedded computer resources by COMNAVSEASYSYSCOM is authorized except that the cabling and connectors will not be removed. In the event of reactivation of the ship (if designated a mobilization asset), replacement equipment will be made available.

4. For ships which maintain storeroom inventories funded by and maintained in the Department of the Navy Stock Fund, e.g., a Special Accounting Class (SAC) 207 ship, the following general procedures will be followed.

a. Standard stock material, except COSAL (Allowance Type (AT) Code 1 and the COSAL portion of AT code 3) material with an extended line item dollar value greater than 20 dollars, should be transferred via normal Shipboard Uniform ADP System (SUADPS) transfer to Other Supply Officers (OSO) offload to the nearest Naval Supply Center (NSC).

b. Standard stock material, except COSAL (AT 1 and COSAL portion of AT 3) material with an extended line item value of less than 20 dollars should be turned over to the Improved Material Returns (IMR) manager for re-issue or disposal as appropriate.

c. All COSAL (AT 1 and COSAL portion of 3) material should be decapitalized out of the Navy Stock Fund (NSF), Financial Inventory Report (FIR) Code "K5" and retained in onboard storage locations. At least three copies of the computer listing (P-80 Format) for retained COSAL assets should be maintained in safe stowage onboard. Separate copies should be forwarded to the NISMF and to SPCC (code 055) for use in screening for potential cannibalization assets.

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d. Open purchase material maintained in the SAC-207 inventory, which can be used by other Fleet units should be transferred/sold as appropriate. Open purchase material which is obsolete should be transferred from stock fund custody to TYCOM custody via the transfer to disposal option, FIR Code "L1" and documented on a DD-1149. Every attempt should be made to obtain credit from individual vendors, as applicable, before final disposal actions are initiated.

e. TYCOM will establish direct liaison with the Naval Supply Center designated to receive the material to be offloaded. Liaison will ensure necessary preparations are made to accommodate workload associated with the volume of material to be turned in.

f. Costs associated with the offload of material must be borne by the TYCOM as part of the overall decommissioning process and are not chargeable to the NSF.

g. TYCOM should manage or designate a responsible SAC 207 activity to continue processing receipts and submitting financial returns until financial records can be closed.

5. When the configuration changes have been recorded in SNAP II, Ship Configuration and Logistic Support Information System (SCLSIS), and the Weapon Systems File (WSF) an accurate baseline configuration should be established. The baseline should be preserved in the three systems. When the onboard SNAP II system has been updated to record all transfers of material (including storeroom and operating space items), copies of the configuration and inventory management databases will be distributed as described in paragraph 317. The data will be available for use in planning future reactivation and for screening for repair parts to satisfy urgent requirements and avoid cannibalization of installed equipment.

6. For ships which are going to disposal, the stripping procedures of Chapter 7 apply.

317. Shipboard Nontactical ADP System Hardware/Software

1. After all automated files are updated as a result of the ILO and closeout of records incident to inactivation of a mobilization, FMS, or FML asset, the SNAP hardware and software will be redistributed by the Inventory Manager. For ships designated as mobilization assets, the configuration and inventory management databases will be updated for all transfers of equipment and

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material. Four complete copies of the magnetic system backups will be run including the COSAL File prior to system shutdown. One copy is to be locked in the Supply Support Office, one is to be sent to the TYCOM, one to the applicable CDM, and one to SPCC Mechanicsburg (Code 055). One complete hard copy will also be locked in the Supply Support Office. A hard copy of the inventory management database will be sent to the applicable NISMF, TYCOM, and to SPCC (Code 055) to facilitate screening for assets in cannibalization situations. The actions will allow for reactivation as either a mechanized or non-mechanized ship, as best fits the circumstances.

2. For ships being prepared for disposal, see paragraph 708.

318. Automated Teller Machine System Hardware/Software. After all Automated Teller Machine (ATM) account holders have been paid their balances and the accounts closed, hard copies of the final end-of-session reports, indicating zero balances in accounts, will be forwarded along with other retained records to the designated Settlement Officer as described in NAVCOMPT Volume 4, Chapter 02, Section 02. ATM System Reports that have not yet reached disposal dates will be included with the retained records. The ATM hardware and software will be redistributed by the ATM Inventory Manager, NAVSUP Code 033. When the ATM system is crated for removal from the ship, a Requisition and Invoice/Shipping Document (DD 1149) indicating all items included will be attached to the crate, and a copy of the DD 1149 forwarded to the TYCOM and to NAVSUP, Code 033.

319. Cryptographic Material/Equipment. Commanding officers will comply with CMS-4 for the disposition or turn in of cryptographic material/equipment to the nearest Classified Material Issuing Office.

320. Navigation Charts and Publications

1. Unclassified. Ships and service craft reporting for inactivation shall dispose of all unclassified charts and hydrographic publications which are subject to correction by hand. Publications containing data of long-term value and not normally corrected by hand will be returned to the nearest Defense Mapping Agency Hydrographic Center (DMAHC) office.

2. Classified. Classified charts will be destroyed.

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321. Operating Records and Non-COMSEC Publications

1. Non-COMSEC instruction books, manuals, records, logs, ships' instructions, bills, and all similar materials that may be of assistance during and after inactivation shall be retained onboard or in other secure storage under the cognizance of the appropriate NISMF.
2. Except for nuclear hulls and nuclear related ships and service craft (category Z assets), the ship's Current Ship's Maintenance Project (CSMP) shall be brought up-to-date, and will include the entry of all actions required to effect reactivation. The updated CSMP shall be provided to the cognizant NISMF and a copy to the appropriate TYCOM.
3. Except for nuclear hulls and nuclear related ships and service craft (category Z assets), all of the above, particularly allowance books, CSMP, Ships Characteristic Cards, Booklet of General Plans, Ship's Selected Records (SSRs), operating and maintenance records which are essential to proper activation will be brought up to date (including entries of preservation measures) by the ship's company before the completion of inactivation. The documentation can be brought up-to-date by pen and ink changes.
4. The documentation need not be updated for nuclear ships and submarines since inactivation is tantamount to striking.
5. All records, publications, manuals, instructions and similar material to be retained onboard after inactivation shall be inventoried, indexed and stored in their normal stored location. An index listing showing the stored locations shall be provided to the cognizant NISMF.
6. The NISMF will maintain records which clearly document the disposition of all material removed from the ship after custody has been assumed.

322. Classified Equipment, Publications and Correspondence

1. Commanding officers will submit a list to the NISMF of classified equipment remaining onboard and its location at decommissioning. For nuclear-powered ships, the list will be provided to the naval shipyard and COMNAVSEASYS COM.
2. No classified publications or correspondence will be retained onboard without agreement of the cognizant NISMF. The provisions

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of OPNAVINST 5510.1H will apply. Classified technical manuals relative to equipment remaining onboard will be transferred to the NISMF site.

3. For nuclear-powered ships, classified material, including logs and records required per OPNAVINST C9210.2, will be retained onboard in an approved secure storage space until ultimate disposal.

323. Censorship Stamps. Armed Forces Censorship Stamps will be disposed of under current regulations.

324. Offloading Fuel

1. Each fuel oil storage, service, and settling tank shall be pumped to low suction or empty. Water and sludge shall be stripped from all tanks. Where ballasting is required to provide satisfactory stability and trim, instructions provided by the NAVSEA Ship Logistics Manager (SLM) will be followed with respect to the proper tanks to use for ballasting and with respect to use of plain or inhibited water in ships' tanks.

2. Ships already inactive are to be defueled to their low suction level, although the decision is to be made on a case-by-case basis and will be a function of cost. If a ship that has not been defueled becomes scheduled for an open ocean tow, the guidance of article 323.1 will be followed.

3. Ballasting of ships being transferred to MARAD for retention in the National Defense Reserve Fleet (NDRF) will be as required by MARAD, in tanks specified by the NAVSEA SLM.

4. For conventionally powered ships, the use of corrosion-inhibited water for ballast will be as directed by NAVSEADDET Portsmouth, VA, having due regard for the problems involved in disposing of the water when ships are activated or disposal is effected.

5. For nuclear-powered ships, COMNAVSEASYS COM will determine the ballasting requirements.

6. Any exception to the above shall require a waiver from CNO. In such cases, full justification shall be provided.

325. Safe Stowage and Standard Inactivation Preparation. During the stand-down period, the ship's company will complete preparations as itemized in NSTM Chapter 050 as modified by the

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NAVSEADET Portsmouth inactivation plan. In addition, for ships laid up for standard inactivation, all C-3/C-4 CASREPs will be completed prior to inactivation, unless specifically waived by CNO. Nuclear-powered ship and submarine stowage preparation will be conducted in accordance with COMNAVSEASYSCOM guidance. Funding for safe stowage and Standard Inactivation preparations accomplished by the ship's company, security of the ship during this period, and tow to the NISMF site is the responsibility of the respective TYCOM until the ship is transferred to the custody of the NISMF at the NISMF designated site (NISMF or MARAD). Beginning in Fiscal Year 92, NAVSEA will normally provide funds to the TYCOM to accomplish these efforts. Chapter 11 provides additional information regarding the funding of inactivation efforts.

326. Preparation Prior to Transfer

1. Prior to effecting transfer, the ship's company or the activity to which the service craft is assigned shall accomplish the safe stowage or Standard Inactivation preparations under article 324.
2. The activity director of the receiving NISMF organization shall carry out the following actions:
 - a. Establish liaison with the ship or the activity to which the service craft is assigned and provide information and guidance for the proper preparation for safe stowage of the ship/service craft.
 - b. In the case of ships/service craft that have been stricken, assist inventory managers, ISSOP, Fleet Commanders and TYCOMS in coordination of stripping and scheduling of safe storage actions.
 - c. Conduct interim and final joint inspections with the ship or the activity to which the service craft is assigned to verify accomplishment of the preparations for safe stowage prior to accepting custody.
 - d. Obtain the appropriate documentation in order to update the Service Craft and Boats Accounting Report (SABAR) or to compile the activation work package as applicable. Also, obtain the necessary records required to prepare for transfer or disposal as applicable. The necessary documents to compile the required material history include the following, as applicable:

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- (1) Ship's Characteristics Cards.
- (2) Booklet of General Plans.
- (3) Last Inspection and Survey (INSURV) Inspection Report.
- (4) Alteration Summary.
- (5) Coordinated Shipboard Allowance List (COSAL)
- (6) CSMP.
- (7) Work Request for next Overhaul. (Those already prepared).
- (8) Machinery History Records.
- (9) Tank Loading Capacity and Sounding Tables.
- (10) Soundings of all tanks/voids taken within the last week prior to turnover of the ship.
- (11) Docking Plan.
- (12) Last Drydocking Report.
- (13) List of all fixed ballast indicating type, quantity, and location.
- (14) List of all classified equipment remaining onboard (Letter of Certification signed by the Commanding Officer).
- (15) Inventory listing of all Records, Publications, Technical Manuals, and Blueprints remaining onboard indicating a central and secure stowage location.
- (16) All Classified Publications and Technical Manuals.
- (17) General Information Booklet.
- (18) Last Underwater Hull Report.
- (19) Last Thin Hull Inspection.
- (20) Ordnance Configuration Listing.

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- (21) Ship's Armament Inventory List (SAIL).
- (22) List of Blank Flanges.
- (23) A copy of all Transfer Documents.
- (24) Ships Electronics Configuration Accounting System (SECAS) (Electronics List).
- (25) All Unclassified Planned Maintenance System (PMS) hardware and software will remain in its normally stowed location unless offloaded by direction of the Type Commander.
- (26) Provide list of known hazardous materials (i.e. asbestos, polychlorinated biphenyls, etc.).

e. All records remaining onboard must be inventoried. Each individual box, shelf, desk or file drawer must have an inventory listing of the contents affixed.

327. Split Inactivations. In situations where split inactivations (begun at homeport and completed at the NISMF site) occur, most commonly found in the cases of aircraft carriers, some special provisions are made:

1. Equipment and consumables which are required for crew comfort, propulsion plant operation, and ship's control functions should be offloaded after arrival at the inactivation site.
2. Change in status from active to ICIR should take place upon arrival at the inactivation site.
3. Operational control and funding responsibility are as follows:

	OPCON	FUNDING RESPONSIBILITY
a. Prior to Start of Inactivation	TYCOM	TYCOM/NAVSEA*
b. Start of Inactivation at Homeport	TYCOM	TYCOM/NAVSEA*
c. Upon Arrival at Inact Site	NISMF	NISMF

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*Normal crew type functions will be funded by TYCOM. Other work will be centrally funded by COMNAVSEASYSKOM. TYCOM will accumulate tasks and cost estimates which will be submitted to COMNAVSEASYSKOM for review, approval, and funding. TYCOM work which will be funded by COMNAVSEASYSKOM is shown in paragraph 1106.

4. Exceptions to the above funding responsibilities are:

a. For conventionally powered ships, necessary removal and packing of equipage left onboard for the voyage to the NISMF site will be at the expense of the TYCOM.

b. Industrial assistance required to remove installed aviation support equipment will be funded by either the TYCOM or the appropriate inventory manager.

c. COMNAVSEASYSKOM has the funding responsibility for nuclear-powered ship and submarine inactivation advance planning and shipyard industrial work.

328. Cannibalization of Inactive Ships

1. Under unusual and special circumstances, equipment and repair parts may be removed from inactivated ships and service craft after screening all other sources of supply, including vessels in the disposal process, by the inventory manager. OPNAVINST 4440.19D establishes uniform policies for meeting urgent operational requirements by cannibalization of material. Removals, when authorized, will be from ships in the disposal process, ships designated as logistics support assets and then from vessels with the lowest mobilization priority.

2. Removal Authority

a. Conventionally powered ships (except those with nuclear support facilities) and service craft: Removal authority is granted only by NAVSEADET Portsmouth, VA, via the cognizant inventory manager, subject to CNO concurrence. For mobilization ships, removal of equipment will be documented by NAVSEADET Portsmouth and forwarded to the appropriate CDM, only when like replacement will not be accomplished. NAVSEADET Portsmouth is not required to obtain CNO concurrence if the removal is from a ship in the disposal process or logistics support asset vessel, unless removal of the equipment is contrary to the logistic support asset directives for that particular vessel.

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b. Nuclear-powered ships and submarines and ships with nuclear support facilities (category Z assets): Removal authority is granted to the naval shipyard having custody following COMNAVSEASYSCOM guidance. In the case of reactor plant equipment, NAVSEA 08 concurrence is required.

3. Replacement of equipment or parts removed is required unless specifically exempted by the activity authorizing the removal, with CNO concurrence. Replacement is not normally required for logistics support asset ships or ships destined for scrap or target.

4. Funding and arrangements for work involved to effect removal and replacement are the responsibility of the activity requesting the cannibalization (normally the inventory manager).

5. Reporting to the CDM and maintaining records of removals and replacements is the responsibility of NAVSEADET Portsmouth, VA for conventionally powered ships and naval shipyards for formerly nuclear-powered ships.

6. Follow-up action to ensure completion of replacements is a responsibility of the requesting activity. Recipients of removed equipment or parts requiring replacement will keep the cognizant NISMF or naval shipyard informed of the status of replacement (e.g., Military Standard Requisitioning and Issue Procedure (MILSTRIP) data, repair progress, etc.).

7. Monitoring of the follow-up is a responsibility of the NISMF or naval shipyard having custody of the source ship/service craft.

8. CNO and the cognizant COMNAVSEASYSCOM Ship Program Manager will be included as an information addressee on all cannibalization requests and related communications involving inactivated ships and craft.

9. Requests for cannibalization from individual ships are not to be sent directly to CNO, COMNAVSEASYSCOM, NAVSEADET Portsmouth, or the cognizant naval shipyard. OPNAVINST 4440.19D provides guidance on how to submit cannibalization requests. Individual ships will submit requirements to the appropriate TYCOM. TYCOMs are requested to forward requests, if approved, to the cognizant inventory manager for screening. Requests must contain adequate justification. Inventory managers or TYCOM will recommend source ship and replacement data.

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10. Subject to approval by NAVSEADET Portsmouth, VA, MARAD has no objection to removal of machinery and components from naval vessels retained in the NDRF provided such removal does not result in bare or cut electrical circuits, open lines which would permit the ingress of water into the interior of the vessel, or otherwise render the vessel unseaworthy from the standpoint of future movements under tow.

11. An annual report of equipment removals and replacements status from those ships designated retention/mobilization assets will be submitted to CNO (OP-43) via COMNAVSEASYS COM by NAVSEADET Portsmouth, VA. The report will be due on 1 October of each year.

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CHAPTER 4

PERSONNEL401. Inactivating Ship Personnel

1. The commanding officer of a ship being inactivated is responsible for the orderly progress of work in connection with the inactivation. User commands, as defined in OPNAVINST 4780.6B, are assigned that responsibility for service craft.

2. In order that adequate skills may be available throughout the period of inactivation, it is essential that commanding officers of inactivating units retain key personnel onboard within the reduced allowance established. In this regard, the ship's Supply Officer is to be considered essential. The Enlisted Transfer Manual (ENLTRANSMAN) Chapter 14 provides extensive guidance on personnel procedures incident to activity deactivation and should be reviewed closely in preparation for the deactivation manning conference and submission of the decrewing plan. Upon completion of the deactivation manning conference, the decommissioning unit will submit a personnel plan, with duty preferences (NAVPERS 1306/63) for all personnel, to the Chief, Bureau of Naval Personnel (CHNAVPERS), information to appropriate Manning Control Authority, Commander in Chief, US Pacific Fleet (CINCPACFLT) or Commander in Chief, US Atlantic Fleet (CINCLANTFLT), TYCOM, and the Enlisted Personnel Management Center (EPMAC). The plan should reach CHNAVPERS no less than 6 months prior to commencement of inactivation. Close liaison between TYCOM, EPMAC, CHNAVPERS, and the deactivating unit is the key element, since each decommissioning is unique.

3. The regularly assigned commanding officer will normally be reassigned early in the inactivation cycle. The commanding officer will not, however, normally be detached during the first 30 days of the inactivation. The regularly assigned executive officer, if command qualified, will then normally be assigned as commanding officer. Liaison will be maintained between the CHNAVPERS and the appropriate TYCOM regarding detachment dates of commanding officers of ships in the inactivation cycle. Department heads will remain until such time as the commanding officer certifies to the appropriate TYCOM that their retention is no longer required. Medical and dental officers should normally be detached as soon as practicable after a ship is in a position to receive medical and dental support from other facilities. Other officers and enlisted personnel will be available for detachment

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as necessary to stay within the reduced allowances indicated below.

4. Reduced personnel allowances are established as follows for ships being inactivated. The commanding officer, the executive officer and department heads are to be excluded in computing the onboard allowances.

a. In the event CNO specifically orders a pre-inactivation overhaul, one hundred percent (100%) of OPNAV Manpower Authorization (OPNAV 1000/2) or Navy Manning Plan as appropriate will remain onboard during the overhaul.

b. During inactivations that follow overhauls:

Type Ship	% OPNAV Form 1000/2	No. of Months	Total Normal Inactivation Period Exclusive of Pre- Inactivation Overhaul
BB, CG, CV, AVT	70%	2	4 months
DDG, DD, FF, FFG	70%	2	3 months
SS, Large Auxiliary, Large Amphibious Ship (Including LST)	50%	2	3 months
Small Auxiliary, Small Amphibious Ship, Small Patrol Craft, Minecraft	70%	2	2 months

Onboard count may be further reduced because normal attrition transfers are not replaced.

c. During inactivations when there are no pre-inactivation overhauls:

Type Ship	% OPNAV Form 1000/2	No. of Months	Total Normal Inactivation Period Exclusive of Pre- Inactivation Overhaul
BB, CG, CV, AVT	75%	5	7 months

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DDG, DD, FF, FFG, SS	75%	3	5 months
NRF Ships (DD, FF, FFG, ATF, MSO)	100%	5	5 months
Large Auxiliary	75%	4	4 months
Large Amphibious (including LST)	75%	4	4 months
NRF Ships (LST)	100%	4	4 months
Small Auxiliary Small Amphibious, Patrol Craft, Minecraft	75%	2	2 months

Onboard count may be reduced because normal attrition transfers are not replaced.

d. Personnel allowances and associated drawdown of CGN, CVN, SSNs, SSBNs, ASS, and service craft with nuclear support facilities will be as determined by the respective TYCOM and CHNAVPERS.

e. The above guidelines for reducing personnel onboard should be followed, consistent with the proper accomplishment of inactivation work. Continued liaison should be established between the ship commanding officer, TYCOM, NAVSEADDET Portsmouth, and personnel distribution activities (EPMAC and CHNAVPERS) to effect the orderly reduction of personnel onboard as work progress permits. Under most circumstances, it is more equitable to the individuals and less disruptive to personnel plans to retain personnel for accomplishment of inactivation work rather than extend the normal inactivation time.

f. Pre-inactivation requirements normally require about 30 days for accomplishment. If the ship has not been sufficiently prepared to commence inactivation, it may be necessary to adjust either the onboard personnel retention plans or the OCIR date. In addition, the condition of the inactivating ship, seasonal weather, and holiday periods should be taken into account in a final determination of OCIR date.

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5. At times, it may be desirable or necessary to conduct the industrial work phase of the inactivation subsequent to the OCIR date. In those instances, personnel distributors are authorized and directed to transfer one officer and 10 percent of selected enlisted allowance (of the ship being inactivated) to the cognizant ship custodian for temporary duty. The transfer will be effective on the OCIR date and personnel will be used to supervise the progress of the industrial work and provide necessary security. The personnel will be available for reassignment upon completion of the industrial effort.

402. Special Provisions for NRF Ships. To ensure that NRF ships, with their reduced personnel allowances, are properly inactivated and the expense of the industrial assistance is held to a necessary minimum, the following measures will apply:

1. Crews will be kept at full allowance throughout the inactivation period.
2. Normal inactivation periods listed in Article 401 will be extended by CNO as required.

403. Other Special Provisions - OCIR Date. Inactivation period dates are based on past experience on how much time and manpower are required to inactivate ships of various types: the basic policy is outlined in article 401. However, there are other factors which should be taken into account in the initial planning. In some cases, the factors tend to cancel each other, making an OCIR date reasonably compatible with the scheduled end date. In other cases the factors adversely build upon each other, making a revised OCIR date necessary. Factors which affect total (gross) time to accomplish a satisfactory inactivation include:

1. Ships should receive instructions 5 months in advance of inactivation. Change in inactivation schedules which reduce the lead time for pre-inactivation preparation to less than 3 to 5 months, dependent upon the type ship, adversely affect inactivation progress. Short-fuse preparation for inactivation can result in incomplete industrial work packages and incorrect determination of man-days required by the ship's crew.
2. Inclement weather can often delay the accomplishment of topside work.
3. Where inactivation periods include long holiday leave periods, such as Christmas/New Years, added time will be required to

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compensate for the loss of available man-days consumed by leave.

4. The location at which the inactivation work is accomplished can also adversely affect the ship's force work if personnel commuting time is excessive.

5. Quality and quantity of the work performance of the ship's crew will vary. Inactivation work is hard, dirty, and detailed. Unless special precautions are taken to provide the proper motivation, effective utilization of manpower will deteriorate as the inactivation progresses.

6. Material condition of ships will vary. Those in a higher state of material readiness will obviously require less effort to inactivate.

7. Modern combat systems equipment require 4 to 5 months for proper lay-up under current instructions.

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CHAPTER 5

INSPECTIONS AND MATERIAL READINESS

501. General. The primary objective of ship and service craft inactivation is the preservation of the material readiness of the ship. This is accomplished through the attainment and maintenance of effective preservation and the prevention of deterioration. A secondary objective is accomplishment of repairs and improvements, when they can be accomplished within the capability and availability of personnel and funds.

502. Inspections by the Board of Inspection and Survey (INSURV)

1. Documentation of the material condition of each inactive ship is the end product of an inspection program. To produce a useful, quality product, the accumulated data must be detailed, complete, and accurately reflect existing conditions.

2. The Board of Inspection and Survey (INSURV) or the Service Craft Material Inspection Board will conduct an inspection of a ship/service craft during the period from 2 to 6 months prior to the date the ship/service craft is scheduled to commence inactivation. If a pre-inactivation overhaul is directed, the inspection will be conducted no later than 3 months prior to the date the overhaul will commence. A material inspection conducted by INSURV within the 12 month period preceding the planned inactivation can be used to fulfill the requirement for the pre-inactivation inspection. For nuclear-powered ships and submarines, no INSURV is required. CNO shall direct the conduct of those inspections through the issuance of a precept for survey. The precept will also direct COMNAVSEASYS COM to provide such cost data as will enable INSURV to evaluate the comparative costs of scrapping, overhauling and replacing a ship.

3. In the case of those inactive ships which have received a comprehensive "open and inspect" type of thorough inspection before inactivation, and have since been properly preserved under dehumidification, a similar detailed re-inspection should not be required for an indefinite period. In the case of those ships where accurate knowledge of their condition is incomplete, although the ship has been properly preserved under dehumidification, a thorough "open and inspect" type of inspection should be conducted and reported at the first opportunity. Subsequent inspections should then be required only when there is reason to

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believe, as a result of routine inspection and maintenance, that the material condition of the ship has substantially changed.

4. Periodic inspections of inactive ships by INSURV required by Title 10 USC 7304 will be held coincident with any required drydocking. In conducting those inspections, it is not necessary or desirable to open machinery to the extent contemplated in normal INSURV condition and inspection forms unless specifically requested by the Board. Machinery and equipment that have not been exposed to the atmosphere or high humidity for prolonged periods should be left intact without detailed inspection if there are adequate records indicating the condition of the machinery or equipment at the time of original preservation and there is not valid reason to believe the condition has changed. Any machinery or equipment that is opened must be returned to its original state of assembly and preservation. This is a discretionary area requiring keen judgment by the inspection party and is in no way intended to result in relaxation of the requirement for a thorough and comprehensive inspection.

5. COMNAVSEASYSKOM will nominate inactive ships to INSURV for "open and inspect" type of inspection, similar to those conducted on ships in the Active Fleet, when material conditions are not clearly known or whenever it appears warranted.

6. Inspections by INSURV preliminary to disposal are discussed in Chapter 7.

503. Other Inspections

1. COMNAVSEASYSKOM will require inspections of ships and service craft upon completion of inactivation to document and report completeness of preservation and other inactivation measures.

2. COMNAVSEASYSKOM will require inspections of inactive ships and service craft upon completion of availabilities for repairs in a shipyard (for other than routine preservation work) to document and report repairs accomplished and effectiveness toward reactivation.

3. COMNAVSEASYSKOM will require additional inspections as are considered necessary for effectiveness of preservation and security.

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504. Maintenance Standards

1. Reserve Category B ships are designated by CNO and will receive the highest practicable degree of maintenance within personnel and funding limitations. Dehumidification and cathodic protection equipment and flooding alarms will normally be installed. Category B is applicable to ships only.

2. Maintenance on Category C ships/service craft in general take priority over all other categories except Reserve Category B. Category C ships/service craft will be retained essentially "as-is" and will be preserved to minimize deterioration. These vessels are laid up using Standard Inactivation procedures. Retention service craft will be assigned category C under OPNAVINST 4780.6B.

3. Category D and X ships/service craft will be retained and receive no maintenance or preservation. Only security against fire, flooding, and pilferage will be provided.

4. Category Z ships will receive limited preservation as directed by COMNAVSEASYS COM.

505. Readiness Levels. CNO may prescribe other levels of readiness in addition to mobilization categories described above.

506. Responsibility. Programs and funding are the responsibility of COMNAVSEASYS COM when inactivation funds finance the cost of a full inactivation (Phase "A" and "B" inactivation) of ships and service craft. That involves work such as complete overhaul, drydocking, application of preservation compounds and installation of dehumidification machinery. For a complete description of Phase "A" and "B" inactivation, see NSTM Chapter 050. In cases of safe stowage or Standard Inactivation, ships force, under the supervision of the TYCOM, will accomplish the majority of the work required during the inactivation process. Those efforts that are considered beyond the capability of ships force will be centrally funded beginning in FY 92 for selected ship classes. The TYCOM will develop cost estimates for these items and provide the estimates to COMNAVSEASYS COM for budget development and funding. Specific categories of TYCOM ship inactivation work budgeted and funded by COMNAVSEASYS COM are included in paragraph 1106.

507. Modernization. Alterations and improvements, if authorized, will only be accomplished when ships/service craft are undergoing full inactivation, which includes a pre-inactivation

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ship overhaul and drydocking. In the cases of Foreign Military Sale or Lease, the agreement for the sale or lease will determine if alterations and improvements are to be accomplished. Ships destined for disposal or as logistics support assets will not have any alterations or improvements accomplished. During the period that a ship is in the Inactive Fleet, alterations and improvements will not normally be accomplished. However, a warfare sponsor may elect to have an alteration/improvement installed on a category B ship. If so elected, the warfare sponsor is responsible for funding the alteration.

508. Records of Material Condition. Records of alterations, repairs, and other material changes for individual ships and service craft are essential to proper activation planning and will be kept up to date as directed by COMNAVSEASYSKOM. All configuration changes will be reported using the OPNAV 4790/CK form via the normal routing.

509. Material Readiness Reports

1. NAVSEADET Portsmouth, VA will submit a machine listing of inactive ships and service craft and their material condition for activation to CNO annually on 1 August.

2. COMNAVSEASYSKOM will devise and include in the foregoing reports an Activation Readiness Index for each inactive vessel which will provide a reasonably realistic measure of the relative material condition of each inactive ship. The Index will be used to compare vessels of the same class as an aid in selecting ships for activation and planning activation work load.

3. COMNAVSEASYSKOM will direct the development of other data on inactive ships as necessary to portray information on material readiness.

4. Based on mobilization requirement information furnished by CNO, COMNAVSEASYSKOM will recommend to CNO ships for disposal.

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CHAPTER 6

REACTIVATION

601. Mobilization

1. Reactivation of inactive ships and service craft under conditions of total, full, or partial mobilization will be governed by the general instructions contained in the current Navy Capabilities and Mobilization Plan (NCMP) and such other mobilization plans as may be issued by CNO.
2. COMNAVSEASYSKOM is responsible for the preparation of plans and programs for the reactivation, repair, modernization and fitting out of inactive ships and service craft in support of mobilization plans. COMNAVSEASYSKOM is also responsible for planning for reactivation, initiating procurement of material, managing funds, and allocating the industrial resources for required mobilizations. Outfitting and trials will be accomplished in accordance with existing instructions. These plans will be developed as part of the inactivation process and will be budgeted and funded by the inactivation funding lines. This has been budgeted commencing in FY 92 for selected ship classes.
3. Mobilization plans of CHNAVPERs will provide for ordering of crews to ships being activated in coordination with the NCMP.
4. Fleet commanders will plan for training of the crews upon mobilization and will accept custody of the ships when activation has been completed and the ship commissioned.
5. Mobilization plans of the Director, Space, Command and Control (OP-094) will provide for the timely issue of COMSEC publications and equipment to ships and service craft upon reactivation as required.
6. Mobilization plans of the Oceanographer of the Navy will provide for the fitting out of reactivating ships and service craft with navigational charts and publications.
7. Reactivation procedures for ships retained for operation by MSC are discussed in Chapter 9.

602. Other than Mobilization. Reactivation, repair, modernization and fitting out of ships and service craft under circum-

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stances other than mobilization will be under instructions issued by CNO.

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CHAPTER 7

DISPOSAL

701. General. Inactive ships and service craft become excess to the requirements of the Navy or unfit for further naval service with the passage of time. That condition arises out of material deterioration and obsolescence, of which the latter is the most significant factor. Initially, obsolescence is first discernible in installed equipment (communication, radar, sonar, fire control, weaponry, etc.), but it ultimately reaches to the basic hull and machinery installation. At some point in the process, the vessel cannot be economically converted or modernized for active service. The surveillance and berthing of unfit and excess ships represents a continuing expenditure of public funds from which the Navy can expect to obtain little or no future value. Optimum returns from expenditures can be realized only by concentrating time and effort on vessels with long-term active service potential. Disposal of unfit and excess vessels will discontinue the need for services and material necessary to maintain them, permit release of needed berthing space, and allow the reissue of equipment and spare parts. Accordingly, it is in the best interest of the Navy to dispose of unfit and excess vessels as expeditiously as practicable. Appendix B provides a ship disposition matrix for determining the ultimate ship disposition status of ships to be inactivated. This ship disposition decision process is further described in Chapter 3.

702. Purpose. This Chapter establishes disposal/retention policy for installed equipment, onboard allowance of technical spares, repair parts, consumable material, as-well-as supporting technical material held in store ashore for ships/service craft scheduled for disposal. The Defense Reutilization and Disposal Manual, 4160.21-M, provides additional requirements for demilitarization, the treatment of classified material, the reporting and disposition of items of historical interest, and the return of property donated or loaned to the Navy. NAVSUP Publication P-485, Afloat Supply Procedures, prescribes specific procedures for disposition of presentation silver.

703. Ship Disposals. Under existing law, ships and service craft may be stricken and disposed of:

1. When ships/service craft are found unfit for service by INSURV or the Service Craft Material Inspection Board, as appropriate, and when the finding is concurred in by SECNAV (10 USC

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7304). Based on information furnished by CNO, INSURV's findings may find a vessel unfit through poor material condition or obsolescence and high cost of modernization or conversion.

2. Combatant ships (battleships, aircraft carriers, cruisers, destroyers, frigates and submarines) must be found unfit by INSURV and determined not essential to the defense of the United States (10 USC 7303) before being stricken and subject to disposal.

3. Other vessels, exclusive of those in subparagraph 703.2, may be disposed of when declared excess to the needs of the Navy by SECNAV (Navy Property Redistribution and Disposal Regulation No. 1).

4. Nuclear-powered ships and submarines shall be stricken from the Naval Vessel Register concurrent with decommissioning.

5. Disposal procedures for vessels assigned to COMSC will be in accordance with Chapter 9.

704. Policy. Disposal of unfit and excess ships will be performed expeditiously and in a fashion that will bring maximum gain to the Navy. In this regard, the following policy pertains:

1. Ships to be disposed of will be stripped to the extent dictated by prudent and economical husbanding of government materials and to obtain materials for which there is a known or expected requirement.

2. Ships to be disposed of will be stripped to the extent required to remove hazardous materials (polychlorinated biphenols (PCBs), radioactive material, and asbestos) in order to comply with environmental laws and regulations.

3. Ships to be disposed of will be stripped of precious metals to the following extent:

a. Any ship designated for sinking as a target or artificial reef will be completely stripped of precious metals bearing material to the extent practicable without expending more money than the value of the metals recovered.

b. Any ship designated for sale for scrapping will be stripped of precious metals within existing manpower and budget and without delaying ultimate disposition of the ship. As a minimum, each ship in this category will have any large or high

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purity precious metal scrap removed, or it will be included for removal and return to the government as a condition of sale. The value of other precious metal bearing scrap will be returned to the government in the sale price of the ship.

4. When items designated for removal by an inventory manager or higher authority require significant industrial assistance, which cannot be accomplished by the cognizant NISMF and which can best be accomplished during the scrap sale process, this assistance may be specified as a condition of sale and therefore the responsibility of the purchaser.

5. When demilitarization (not accomplished by the ship's crew for active ships designated for disposal) requires significant industrial assistance, maximum economy can normally be achieved by requiring the purchaser to perform this work as a condition of sale.

6. The designated NISMF will coordinate and control all removal actions.

7. Authorities requiring industrial assistance for equipment removals from ships will arrange for such assistance in coordination with the designated NISMF. Authorities desiring industrial assistance from the purchaser for equipment removal from ships being disposed of by sale or scrap will provide lists of the installed material to NAVSEADET Portsmouth, VA. NAVSEADET will liaison with DRMR or MARAD, as applicable, prior to the cataloguing of the ship, in order that this information may be included in the sales contract specifications.

8. The Curator of the Navy shall arrange for removal of designated items as described in Chapter 10.

9. Upon completion of the above stripping actions and prior to disposal of ships under his cognizance, Officer In Charge (OIC) NAVSEADET Portsmouth, VA or his designated representative shall conduct a "reasonable man walk through" - a visual inspection of the ships to provide reasonable assurance that no material of known or anticipated value to the U.S. Navy, or other material that represents a waste of government resources remains onboard at disposal. The inspector must be reasonably assured, based upon conditions found, that procedures to remove material of value have been accomplished. The following general guidelines apply to the conduct of this "reasonable man walk through."

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a. The walk through should be thorough and should cover the entire ship with emphasis on storerooms, machine shops, and other potential high value spaces. In addition to 100 percent review of these areas, the walk through should encompass a random sampling of those spaces not normally reviewed in carrying out the normal course of NISMF site functions. Sampling procedures should reflect the type of spaces being reviewed. For example, engineering spaces should obviously receive more emphasis than staterooms. The walk through does not have to take place all at once. The objective is reasonable not absolute assurance.

b. In making a determination as to whether an item should be removed, consideration should be given to the military value of the material, the cost associated with removing the item from the ship, and the ultimate disposition of the ship. If a ship is scheduled for scrap sale, the item's value may easily be recouped in the sale price, especially if its availability has been included in the sales catalog.

705. Striking. When ships and service craft are found unfit by INSURV or excess by CNO and when those findings have been concurred in by SECNAV, they are stricken from the Naval Vessel Register. Nuclear-powered ships and submarines will be stricken concurrent with decommissioning.

706. Disposition. Vessels which have been stricken from the Naval Vessel Register and authorized for disposal by SECNAV are disposed of and removed from naval custody by one of the following measures. Determination of which specific measure will be by use of the ship disposition matrix in Appendix B and as discussed in Chapter 3:

1. Title transfer to MARAD for

a. Scrapping or direct sale for non-transportation purposes using competitive bidding procedures, under the Merchant Marine Act of 1936, Section 508.

b. Sale for the purpose of purchasing more usable ships for the Ready Reserve Force (RRF) or National Defense Reserve Fleet (NDRF) under the Ship Exchange Program authorized by the Merchant Marine Act of 1936, Section 510(i).

c. Conversion to merchant use under 40 USC 484(i).

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d. Further transfer to state and local governments for use in the Artificial Reef Program under the Appropriations Act of 1973 Public Law 92-402 as amended by Public Law 98-623.

2. Public advertising and sale by the Defense Reutilization and Marketing Region, ATTN: Sales Contracting Officer, P.O. Box 500, Blacklick, Ohio 43004-0500. In the case of warships (aircraft carriers, battleships, cruisers, destroyers, frigates, and submarines) and certain other ships and craft, sales are made under 10 USC 7305 and 40 USC Chapter 10.

3. Transfer to an eligible foreign government (Arms Export Control Act, as amended).

4. Use as a target or for other experimental purposes when authorized by SECNAV under the authority of 10 USC 7306.

5. Donation as a memorial under the authority of 10 USC 7308.

6. Donations by the General Services Administration (GSA) to governmental agencies or other approved institutions (40 USC 484(j)).

7. Disposal of nuclear-powered submarines and ships will be in a manner determined by SECNAV.

707. Priority for Strip Ship Material. The following priority for material stripped from ships will be observed:

1. The Curator of the Navy shall have first priority to remove designated items of historical interest. Such items will normally be removed during the inactivation stand-down. The Curator will arrange for removal of designated items as described in Chapter 10.

2. Inventory Managers have first priority on the removal of installed equipment, controlled equipage, and repair parts (including SRI, MAMs, and RSS) for which a known or anticipated requirement exists.

3. Fleet Commanders in Chief will direct redistribution of all general use consumables and non-controlled equipage to other Fleet activities. Installed equipment, controlled equipage, and repair parts not designated by Inventory Managers for turn-in prior to decommissioning may be redistributed by the Fleet Commanders in Chief for immediate end use or to fill allowance deficiencies.

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4. NISMFs have priority After Active Fleet and Naval Reserve Training (NRT) ship requirements are met, to remove materials or equipment to fill allowance deficiencies in Selected Reserve Category "B" ships.

5. Area Coordinators or Shipyard Commands and naval activities under their command or within their geographical area are authorized to remove material or equipment as required. Requests for material or equipment by these activities will be processed through the appropriate area coordinator, Base, or Shipyard Commander.

6. Local Naval Reserve Training Activities and Fleet Training Activities are authorized to remove equipment or material needed for training after the foregoing higher priority requirements have been satisfied. The removal of materials or equipment will be limited to items approved by the appropriate area coordinator or Naval Base Commander.

7. After all Navy requirements have been satisfied, the U.S. Coast Guard is authorized to remove equipment or material for which a requirement exists.

In no case will the scheduled disposal of the ship be delayed to satisfy these requirements without the approval of COMNAVSEASYSKOM.

708. Shipboard Nontactical ADP System Hardware/Software. For ships being prepared for disposal, the SNAP hardware and software will be removed and distributed as designated by the Inventory Manager (IM) (SPAWAR Project Manager for SNAP II installations).

709. Stripping Procedures

1. Stripping and the transfer of custody of decommissioned and stricken ships will use the following guidelines:

a. Stripping in advance of decommissioning or strike date may commence only when specifically authorized by CNO. Modifications and limitations to the general stripping policy included in this manual will be specified in the authorization, if required, dependent upon type of disposal selected.

b. The Commanding Officer of an active ship will perform the duties of a Stripping Activity (non-industrial) prior to decommissioning when advance stripping has been authorized.

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c. COMNAVSEASYSKOM or the FLTCINC, when requested by CNO for ships which have not been delivered to NISMF, will designate an appropriate Custodian to take custody of the individual ship or service craft on or subsequent to decommissioning for active ships or strike date for inactive ships. Such designated activity will remain custodian until the ship is delivered to NISMF.

2. All removal actions under inactivation will be subject to the following conditions:

a. Coordination and control by the designated custodian (NISMF, TYCOM, or other as appropriate).

b. Removal of material will be accomplished with personnel or funds of the requiring activity except for active ships approved for disposal and authorized to conduct stripping in advance of decommissioning date. In these cases, the provisions of subparagraphs 709.4 and 709.5 apply.

3. The offloading of fuels and lubricants will be accomplished during the stripping phase. Fuel will be offloaded below low-suction when the value of the products offloaded exceeds the cost of offloading. In this connection, de-fueling of active ships, where advance stripping is authorized, should be completed while the machinery to be used in removing fuels is still operable.

4. When Inventory Managers (IMs) are exercising their authority in removing material from active ships being designated as candidates for strike, they will provide FLTCINCs (copy to TYCOMS) and the appropriate NISMF or other designated stripping activity with lists of installed equipment, repair parts, and items of controlled equipment in critical short system supply. Normally, the CNO issues a Precept for Survey when considering a ship for strike and disposal. COMNAVSEASYSKOM is responsible for keeping all IMs (including the Aviation Supply Office when ship is a carrier) advised of the intentions of the CNO to strike a ship from the Naval Vessel Register. When so advised, the IMs will forward a list of required equipment and repair parts to the activities concerned for use as a planning document. FLTCINCs will not initiate action on these lists until the Secretary of the Navy approves and CNO announces the strike and authorizes advance stripping. Upon this announcement, material identified by the Inventory Manager listings will be turned in to the supply system as expeditiously as personnel resources permit. Allowable credit for material turned in by Fleet personnel to satisfy the specific requirements of the IMs will accrue to the Fleet following normal credit procedures.

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5. In exercising their redistribution rights, FLTCINCs or TYCOMs will send an Unless Otherwise Directed (UNODIR) message to COMNAVSEASYSKOM, information to CNO and the cognizant IM, providing information of the specific material(s) to be removed and the specific ships to provide and receive the material prior to Fleet redistribution of installed equipment. The IM will be allowed ten days to reply if he desires to exercise his authority to redetermine distribution of this material. Naval Reserve Training ships, as described in OPNAVINST 1001.7D, shall be considered as having priority equal to but following active Fleet ships. FLTCINCs will establish a cut-off date during the period prior to the ship's decommissioning after which requests received will be forwarded to the custodian or designated stripping activity.

6. Any installed equipment, not in critical supply and the removal of which is not economical, will be disposed of with the ship.

7. Classified equipment scheduled for removal or destruction will be removed or declassified by the custodian prior to delivery of the ship to the purchaser in accordance with instructions from the cognizant Systems Command (SYSCOM) or IM. Technical assistance or labor required for such action will be furnished by the cognizant SYSCOM or IM at the request of the Custodian.

8. The sales contract will require the purchaser to post an adequate performance bond, with the Contracting Officer, to ensure compliance with demilitarization and stripping instructions contained therein.

9. NAVSEA will establish a deadline date for the completion of stripping (non-industrial) for each ship.

10. CNO will resolve, in accordance with procedures contained herein, all questions concerning priority requirements of material or equipment to be removed.

11. It is undesirable to remove material during the time for preparation of bids and inspection by potential buyers. Therefore, stripping within assigned time frames will be complete and thorough.

Appendix C is a matrix summarizing the disposition of material removed from ships under various disposal scenarios.

710. Responsibility. CNO will initiate action for striking ships and service craft from the Naval Vessel Register subject to

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SECNAV approval. CNO will notify the FLTCINCs, the Hardware Systems Commands (HSCs), and other inventory managers (including the Aviation Supply Office (ASO) when the ship is a carrier) when a ship is approved by the Secretary of the Navy for striking from the Naval Vessel Register and the anticipated type of disposal. Based on this notification, activities will be responsible for the following actions.

1. HSCs, Inventory Managers (IMs), FLTCINCs and NISMF:

a. Advise DRMR, with a copy to the ship's Custodian, of specific items to be removed which require industrial assistance and which will, therefore, be removed by the purchaser of the ship as a condition of sale. If immediate removal of items requiring industrial assistance is desired, the Custodian must be advised and funding information provided with the request. A deadline date for submission of lists will be established by NAVSEA.

b. Submit itemized lists to DRMR of all material requiring demilitarization so that demilitarization instructions can be included in the sale contract specifications. If the Defense Utilization and Disposal Manual, 4160.21-M, does not contain the necessary instructions, provide detailed instructions to accomplish required demilitarization. A copy of the demilitarization list will be provided to the ship's Custodian (Stripping Activity).

c. Advise the Custodian of all classified equipment installed, provide instructions for their offloading or how to effect declassification by the removal or destruction of one or more key components, and provide technical assistance to the custodian, as required.

d. Submit a negative report if no material requires treatment as described in subparagraphs a, b, or c above.

e. Authorize expeditious disposal of excess support material, including "parts peculiar," held in store ashore.

f. FLTCINCs will cause normal repair part support of active ships designated for strike to be terminated as soon as operational considerations permit.

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2. COMNAVSEASYSKOM:

a. Provide industrial assistance, as required, through naval shipyards.

b. Coordinate action with the Curator of the Navy with regard to items desired.

c. Coordinate with DRMR to ensure that the contract for sale of a ship contains the appropriate clauses to ensure demilitarization and removal of equipment and materials by the purchaser for return to the government.

d. Coordinate and expedite the actions of the IMs and the Custodians with regard to:

(1) Specific items to be removed.

(2) Disposition of items removed.

(3) Specific items to be demilitarized and adequate instructions to accomplish the required actions.

3. Defense Reutilization and Marketing Region:

a. Advise COMNAVSEASYSKOM when the disposal of a ship is being delayed.

b. Arrange for the sale of the ship when requested by COMNAVSEASYSKOM.

4. FLTCINCs:

a. Establish policy and procedures for the removal of assets, by active Fleet units, from ships programmed for disposal in accordance with the procedures established in this chapter.

b. Submit to DRMR lists of items to be stripped which require industrial assistance, with a copy to the ship's custodian.

c. Ensure that removed materials and equipment received by Active Fleet ships are itemized, identified if possible to a current stock number, and taken up on the stock records of the receiving ship without charge to the ship's operating funds.

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d. Take all necessary precautions to ensure that removal of material is accomplished in an orderly manner. The remaining equipment, components, or material must not be disturbed in order that it may be readily accessible to other activities or to prospective bidders. Individual components should not be removed from major items when this action renders the major item useless, without notifying COMNAVSEASYSCOM, information to the CNO and the cognizant IM with an "Unless otherwise directed" (UNODIR) message which allows ten days for COMNAVSEASYSCOM to review prior to removal.

5. Stripping Activity:

a. Resolve all questions concerning the feasibility of removing materials or equipment without industrial assistance.

b. Coordinate and control the non-industrial removal of all items in accordance with the priorities and deadline dates established by the FLTCINCs and COMNAVSEASYSCOM. Ensure that material is removed in an orderly manner to obtain maximum utilization of assets.

c. Arrange with the nearest Navy fuel supply activity for offloading fuel and lubricants.

d. Advise DRMR upon completion of non-industrial stripping, declassification, and demilitarization and deliver to DRMR a certificate of declassification.

e. Review industrial demilitarization and stripping lists. Verify availability of material requested for retention or to be industrially demilitarized and notify DRMR of any item deficiencies in these lists, concurrent with the notification in subparagraph d above, copy to requesting activities.

f. Ensure that material not specifically designated for removal remains onboard for disposal.

g. Promptly provide all information, pictures, etc., which may be requested by the DRMR to be used in the sales invitation and as required in letters from NAVSEA directing the preparation of ships for disposal.

h. Provide adequately trained personnel to escort prospective bidders through the vessel being offered for sale.

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- i. Transfer custody of the vessel to the purchaser when directed by the DRMR and submit such reports as may be required.
 - j. Paint out names and numbers of naval vessels and service craft before transfer to civilian buyers or their agents.
 - k. Maintain minimum required watertight integrity and ensure that fire hazards are prevented during pre-disposal and stripping actions.
6. NAVSEADDET Portsmouth is responsible for making arrangements for the disposition of stricken conventionally powered ships and service craft.
7. CNO will retain the hulls of nuclear-powered ships, submarines, and nuclear related tenders and service craft in safe storage until such time as an appropriate method of disposal is determined. At that time, COMNAVSEASYSCOM will provide recommendations to CNO for SECNAV approval regarding the ultimate disposition of the hulls consistent with existing law.

711. Preparation for Disposal

1. Ships/service craft scheduled for public sale or use as a target will be prepared for such disposal in accordance with this manual and other amplifying directives issued by COMNAVSEASYSCOM. Defueling and removal of petroleum products and toxic material (radio luminescent sources and polychlorinated biphenols - PCB) should be done as part of the strike procedure where possible assignment is specified in the strike planning notification. Instructions for handling/labeling/removal of equipment containing PCB are set forth in Naval Energy and Environmental Support Activity (NEESA) 20.2-028C. Ships allocated as targets will require environmental preparation following OPNAVINST 5090.1A. Costs will be chargeable to the user.
2. An asbestos inspection will be accomplished with appropriate sampling conducted and warning/danger signs posted as required except in the case of disposal as a target to destruction.
3. Other measures preliminary to public sale include utilization screening where appropriate by DRMR and GSA. They shall include certification from DRMR that all precious metals bearing equipment/material have been removed to the maximum extent possible and where economically beneficial to the government.

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4. GSA will, when requested, coordinate the requirements of all government agencies for lead ballast, armor plate, and other material onboard vessels for public sale.
 5. To maximize removal of material for which there is a known or expected requirement, requests to extend dates for stripping individual ships or to shift their location will be favorably considered when feasible.
 6. Since it is considered undesirable to remove material or equipment during the time of preparation of bids and inspection by buyers, NAVSEADDET Portsmouth, VA will not authorize any stripping beyond the assigned time frame except with CNO approval. All stripping will be complete and thorough and performed as directed by the cognizant NISMF.
 7. Prior to disposal by any means, including scrapping or sinking, all ex-Navy ships will be physically inspected to provide reasonable assurance that no material of known or anticipated value to U.S. Navy, or other material that represents a waste of government resources, remains onboard prior to disposal. The inspection will be conducted by the Officer-in-Charge, NAVSEADDET, Portsmouth, VA or a designated representative for non-nuclear ships including ex-Navy ships in the custody of MARAD. Nuclear (Category Z) ships will be inspected by COMNAVSEASYSYSCOM representatives. The inspector will provide written certification at time of completion. The records will be maintained at NAVSEADDET, Portsmouth, VA for a period not less than two years after final disposal of the ship.
 8. Removal of items for the Curator for the Department of the Navy is discussed in Chapter 10.
712. Scrapping Policy. It is CNO's policy to require scrapping of hulls of combatant ships as a condition of sale. In order that ships sold to commercial firms no longer have the outward appearance of Navy ownership, names and numbers of naval vessels and service craft will be painted out before transfer to civilian buyers or their agents. Additionally, scrapping will be accomplished in the United States whenever practicable. This policy:
1. Ensures effective and permanent demilitarization, and
 2. Guards against the possibility that a ship on which men have served, fought, or died may fall into undesirable hands or be used for an objectionable purpose (i.e., commercial display,

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property of an unfriendly government or group, or other public indignity).

Enclosure (1)

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CHAPTER 8

NATIONAL DEFENSE RESERVE FLEET (NDRF)

801. Background. Inactive naval ships of basic merchant design, including ships of the amphibious force and excluding ships maintained in a mobilization status by MARAD for MSC, may be laid up in the NDRF when space constraints exist at NISMFs. Initially, these ships will be transferred to the MARAD on a custodial basis in accordance with the Economy Act of 1932. Navy ships in MARAD custody will be berthed, maintained, preserved, and provided security by MARAD with funding provided by Navy under the Memorandum of Agreement (MOA) between MARAD and Navy. Ships transferred to the NDRF may be retained in Navy mobilization plans and maintained by MARAD under priorities set by the Department of the Navy. No naval ships in the NDRF are disposed of by MARAD without having first been stricken from the Naval Vessel Register, disposal authorization approved by the Secretary of the Navy, and title transferred to MARAD. It is Navy policy that whenever ships in the NDRF become excess to Navy needs, MARAD will, whenever possible, be given first disposition rights on the ship. That will allow MARAD to either convert the ship to the Ready Reserve Force (RRF), if it is of merchant design, or to sell the ship for scrapping in connection with the ship exchange program. The latter method will allow MARAD to purchase more usable ships for the RRF or NDRF and supports the Navy's commitment to strategic sealift.

802. Maintenance. Naval ships retained by MARAD will be maintained following current MARAD Instructions; however, MARAD will assure that ship inactivation work following NSTM Chapter 050 is of a quality and thoroughness equal to Maritime Standards, and acceptance will be predicated on this basis. Naval ships being transferred to the NDRF will be preserved under dehumidification as specified in NSTM Chapter 050. MARAD will not provide maintenance of armament.

803. Inactivation

1. The foregoing standards of preservation and security require differences in preparation for maintenance and in handling of material left onboard ships transferred to the NDRF as opposed to what would be retained in ships at the NISMF sites. Due regard for the differences must be taken during planning and execution of a MARAD lay-up. In the event a ship is not prepared properly for lay-up, MARAD will charge back the material and labor needed

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to correct such omissions. Such a situation would arise in the failure of the preparing activity to make hatches water tight, failure to properly seal for dehumidification purposes, etc. These types of omissions could result in an additional expense to the reserve fleets. Such action will be subject to coordination between MARAD and NAVSEADDET Portsmouth, VA.

2. Ships will be prepared for MARAD maintenance procedures following effective MARAD instructions supplemented by instructions of COMNAVSEASYS COM. MARAD personnel will be invited to participate in the inactivation planning conferences in order to determine if modification of MARAD instructions could be made to reduce inactivation expense yet continue to provide for safety and security of the ship. Ships will be inspected by MARAD personnel prior to arrival in the reserve fleet to assure compliance with MARAD instructions.

3. For inactivation of ships assigned to Commander Military Sealift Command (COMSC), see Chapter 9.

804. Off-load Materials. Materials are to be off-loaded from ships transferred to the NDRF following current MARAD instructions supplemented by instructions of NAVSEADDET Portsmouth, VA.

805. Records. Ships transferred to the NDRF and retained for Navy use, less ships maintained in a mobilization status for MSC, will remain under the cognizance of a NISMF. The cognizant NISMF will maintain records, or will ensure records are maintained, similar to those maintained for ships of the same category berthed in the NISMF.

806. Disposal and Sale of Surplus Combatant Navy Ships in the NDRF. When overcrowded berthing conditions exist at NISMF sites, Navy combatant ships (less battleships, cruisers and aircraft carriers) which have been stricken from the Naval Vessel Register may be transferred to MARAD locations for berthing. Whenever possible, these ships will have title transferred to MARAD and MARAD can then dispose of the ship and upgrade the Ready Reserve Fleet. Disposal/sale of other ships in the NDRF is addressed in Chapter 7, article 706.

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CHAPTER 9

MILITARY SEALIFT COMMAND

901. General. This chapter sets forth the policy for activation and inactivation of ships to be assigned duty with the COMSC.

902. Custody. Custody of ships will be transferred between COMNAVSEASYSOM and COMSC as mutually agreed.

903. Activation

1. The responsibility, upon mobilization and under conditions other than mobilization, for the activation of ships assigned to the NDRF and held for COMSC use rests with COMSC. The ships will be activated, upon transfer of custody from MARAD to MSC, through a variety of ways selected by MSC to fit the circumstances. COMSC will be the contracting officer for the activation of ships for which he is responsible for activation.

2. The cost of activation and repairs to ships activated in response to Department of Defense (DOD) requirements will be borne by COMSC and recovered through billings to the sponsors. Alterations, repairs, etc., that are military in character and directed to be accomplished by CNO will be financed as directed by CNO. Items requisitioned to fill deficiencies in equipment allowances and subsistence items shall be charged to the Navy Industrial Fund (NIF) account for the ship.

3. Military equipment that is retained onboard will be maintained in a preserved status by COMSC. When a ship is activated for COMSC and is assigned to a fleet component within a period of a year after activation, the cost of activation shall be borne by the Fleet component through billings from MSC.

4. The cognizant systems command shall provide COMSC with disposition instructions for dehumidification equipment and portable gear removed, for ships not controlled by MARAD. Dehumidification equipment installed by MARAD while ships are in the NDRF will be removed and retained by MARAD during activation.

904. Return. Upon return of a ship to inactive status, the cost of the items required to fill deficiencies in the allowance list and to replenish the stock of consumable supplies shall be borne by COMSC and recovered through billings to the sponsor. The cost of overhaul prior to inactivation, if authorized, and the cost of

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inactivation of a ship returned directly to inactive status by COMSC shall be borne by COMSC and recovered through billings to the sponsor. The cost of overhaul prior to inactivation, if required, and inactivation of a ship that was originally activated for MSC and subsequently transferred to a fleet unit shall be borne by COMNAVSEASCOM under existing directives for the inactivation of ships assigned to the fleet.

905. Alterations. Alterations of a military character, directed by CNO for accomplishment during activation, will be financed as directed by CNO. Alterations of a non-military character that are accomplished during activation will be funded by COMSC.

906. Inactivation. Ships withdrawn from service by COMSC for inactivation will normally be laid up in the NDRF. The method of inactivation and preservation shall be as mutually agreed between MARAD and COMSC and in general accordance with MARAD requirements (Form MA-496) for MSC ships designated for retention. MSC ships designated for early disposal after arrival in the NDRF will be prepared following MARAD Form MA-496A. After completion of inactivation and preservation of MSC ships for retention in the NDRF, Navy responsibility for monitoring the continuing readiness of these ships will be transferred from COMSC to NAVSEA DET Portsmouth, VA. Exceptions to this general policy are:

1. Temporary inactivation and berthing.
2. Ships which because of cost, preparation, and berthing cannot be economically berthed in the NDRF.
3. Ships which because of size, configuration, or other reasons are not acceptable to MARAD for lay-up in the NDRF.

907. Retention in the NDRF. The responsibility of NAVSEA DET Portsmouth to oversee MSC assets held by MARAD under the provisions of the DON and MARAD MOA will become effective 1 October 1991 or as soon thereafter as mutually agreed. Those MSC ships presently held by MARAD will have a joint MSC/NAVSEA DET inspection concluded prior to NAVSEA DET assuming responsibility.

The warfare sponsor (OP-02, 03, 05, or 096) is responsible for funding the inactivation work and the cost for first year lay-up of a vessel at MARAD. The inactivation work can be funded from any source of funds desired by the warfare sponsor. The retention costs should be funded from the P2QA (Inactivation of Ships) budget line. OP-04 funds the subsequent retention of the vessel from P9T3 (Inactive Ship Maintenance Support) budget line.

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908. Disposal of MSC Ships. Upon CNO decision to remove a COMSC ship from mobilization status, COMSC will liaison with NAVSEADDET Portsmouth, VA so that NAVSEADDET Portsmouth, VA can effect disposal. Upon completion of COMSC stripping at the MARAD site, the disposal effort becomes the responsibility of OP-04 through the P2QA (Inactivation of Ships) budget line. When a COMSC ship is scheduled for disposal upon inactivation, the warfare sponsor is responsible for funding the disposal effort from the P2QA (Inactivation of Ships) funding line.

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CHAPTER 10

HISTORICAL ITEMS FROM NAVAL SHIPS

1001. Background. The Curator for the Department of the Navy is responsible for collection, preservation, and exhibition of naval relics, trophies, paintings, historical prints, photographs, and other naval memorabilia of historical significance. Presentation silver is the responsibility of the Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM) and questions concerning its disposition should be addressed to COMNAVSUPSYSCOM (SUP 033). In the past, items of historical interest or significance have been inadvertently lost, misplaced, or destroyed in the evolution from ship inactivation to separation from naval custody and control through disposal, foreign sale or loan, and use for experimental purposes. This chapter addresses the safeguarding and removal of material of interest to the Curator.

1002. General. Appendices D through G contain listings of material and items to be off-loaded from ships on behalf of the Curator under several major situations. Even these listings, prepared with the assistance of interested systems commands, bureaus, and offices, must be regarded as guides and not absolute limits. The Curator should be informed of other material of historic significance which may come to the attention of ship custodians. As general guidelines the criteria for evaluating Curator interest are:

1. Association with:
 - a. Combat,
 - b. Capture,
 - c. Notable achievements,
 - d. Memorable events;
2. Unique or special significance from a technical viewpoint;
3. Special relationship with personnel:
 - a. Heroism,
 - b. Humane efforts,

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- c. Human interest,
- d. Ship's sponsor.

(1) By law, the ship's sponsor is permitted to receive a small memento from the ship she christened. A small plaque bearing the ship's name or any similar item readily identified with the ship would be suitable. The item is to be sent directly to the Curator.

(2) On commissioning, the sponsor usually presents a gift to the ship. Because of its dual association with the sponsor and the ship, such a gift becomes an important part of the ship's history. The item is also to be sent directly to the Curator.

4. Questions concerning the significance of any item should be referred to the Curator for resolution.

1003. Ships Being Decommissioned. Appendix D lists material which should be identified and safeguarded at the time a ship is decommissioned. Material on the list (except as noted) should be forwarded to the Curator for safe keeping and return to the ship when and if recommissioned.

1004. Ship Disposal. Ship disposal includes all forms of public sale and the use of a ship as a target or for experimental purposes. The custodian of a ship prior to disposal or transfer for target or experimental purposes is responsible for the removal and shipment to the Curator of material listed in Appendix D. Appendix E is a list of various material which the Curator may specifically request for special situations. Items in Appendices D and E which are beyond the capability of a custodian to off-load will be removed with industrial assistance. In the case of ship sales (other than FMS), industrial removal will be accomplished as prescribed in Chapter 7; the custodian will furnish the Defense Reutilization and Marketing Region with a detailed list and description of items required by the Curator which the custodian is unable to remove and DRMR will include in the sales contract terms the requirement for the purchaser to redeliver these items to the Government. If custodian is unable to remove any required items from a ship being transferred for target or experimental purposes, the transferee will be required as a condition of transfer to off-load such items and deliver them to the Curator. If neither custodian nor transferee is able to off-load the material for any reason (including fiscal), the matter will be referred to CNO for resolution.

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1005. Foreign Transfer or Transfer to Other Government Agencies
Since most ships sold or transferred to other U.S. Government Agencies or to foreign governments will not be returned to the Navy, Curator-type items are to be removed prior to transfer. Appendix F lists the material which should be removed from ships prior to sale or transfer to a foreign government or transfer to another US Government Agency. It is particularly important that a small memento which includes the ship's name be removed for presentation by the Curator to the ship's sponsor.

1006. Material Disposition. Material removed from ships for the Curator shall be properly labeled and identified prior to crating and shipping to the destination(s) specified by the Curator. Unless otherwise specified all material is to be sent to:

Receiving Officer
Supply and Fiscal Department
Washington Navy Yard, Bldg. 176
Washington, D.C. 20374

MARK FOR:

Curator for the Department of the Navy
c/o Navy Memorial Museum
Washington Navy Yard, Bldg. 176

1007. Requests for Relics. All requests for relics or souvenirs from ships will be referred to the Curator. Referral should include a statement of the availability of material requested.

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CHAPTER 11

PROGRAMMING AND BUDGETING

1101. Purpose. This chapter sets forth the process by which funding in support of the inactivation, maintenance, and disposal of ships will be programmed and budgeted.

1102. Policy. NAVCOMPT Manual, Volume 7, paragraph 075148, states that inactivations of all ships and craft are to be budgeted, funded, and centrally administered by COMNAVSEASYS COM. This will ensure that the full charge of inactivating ships is displayed under one separate budget line.

1103. Nuclear Ship Programming and Budgeting. Requirements to be included are: (1) inactivation advance planning; (2) ship inactivation availabilities (missile compartment dismantlement, reactor compartment defueling, tow preparations, preparations for waterborne storage, and equipment removal); (3) reactor compartment disposal availabilities (reactor compartment removal, transportation and land burial); (4) hull disposal availabilities (disposal, equipment removal, declassification and demilitarization), and (5) hull storage until a disposal process can be identified.

1. The warfare sponsor is responsible for the advance planning and various availabilities described above. These are funded from the warfare sponsor's portion of the NAVSEA Operations and Maintenance, Navy (O&MN) Appropriation Activity Group/Sub Activity Group (AG/SAG) P2QA (Inactivation of Ships) budget line.

2. The Deputy Chief of Naval Operations (Logistics) (OP-04) programs for the hull storage in the NAVSEA O&MN R1KC (Industrial Facilities Support) budget line.

1104. Non-nuclear Ship Programming and Budgeting. Requirements to be included are: (1) facilities' costs for each NISMF plus NAVSEADET Portsmouth, VA overhead costs, (2) total amount required for inactivation including any effort to be undertaken by the Type Commander to effect inactivation work, (3) costs to maintain the inactive fleet, and (4) disposal costs.

1. The warfare sponsor (OP-02, OP-03, and OP-05) is responsible for programming for the pre-inactivation effort, costs of initial inactivation, and first year costs associated with retention or

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disposal. These are funded from the warfare sponsor's NAVSEA AG/SAG P2QA (Inactivation of Ships) budget line.

2. OP-04 programs for the maintenance of mobilization assets after the first year in the AG/SAG P9T3 (Inactive Ship Maintenance Support) budget line.

3. OP-04 programs for the disposal of assets which are removed from the mobilization category in his AG/SAG P2QA (Inactivation of Ships) line.

4. These programming responsibilities are graphically presented as follows:

SHIP SCHEDULED FOR DISPOSAL AT DECOMMISSIONING	DECOM DATE	DISPOSAL
I-----I	I-----I	I-----I
PRE-INACTIVATION	DISPOSAL PERIOD	
I-----I	I-----I	I-----I
P2QA	P2QA	
WARFARE SPONSOR	WARFARE SPONSOR	

SHIP SCHEDULED FOR MOBILIZATION AT DECOMMISSIONING	END OF 1ST		
	YEAR LAY-UP	STRIKE	DISPOSAL
	I-----I-----I-----I		
	PRE-INACTIVATION	MOBILIZATION	DISPOSAL
	AND 1ST YEAR	ASSET	PERIOD
	I-----I-----I-----I		
	P2QA	P9T3	P2QA
	WARFARE SPONSOR	OP-04	OP-04

5. Warfare sponsors electing to perform alterations/improvements on inactive ships will fund the effort out of their Fleet Modernization Program (FMP) funding line.

1105. Other Costs. OP-04 is additionally responsible for programming the following costs:

a. All Military Construction (MILCON) costs associated with maintaining the NISMFs, relocating a NISMF, or maintaining shipyard assets to support hull storage.

b. All military and civilian personnel at NAVSEADET Portsmouth, VA and the NISMFs.

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1106. TYCOM Responsibility. Ships force, under the supervision of the TYCOM, will accomplish the majority of the work required during the inactivation process. Efforts that are considered beyond the capability of ships force to accomplish will be centrally funded for selected ship classes commencing in FY 92. The TYCOM will develop cost estimates for these items and provide the estimates to COMNAVSEASYSCOM for budget development and funding. Examples of inactivation efforts to be funded by COMNAVSEASYSCOM include: blanking of seachests, hydroblasting of CHT system, cleaning and preservation of bilges, procurement of preservation material, providing off-ship berthing, and towing preparation (towing, tug, and pilot charges for movement to NISMF remain a TYCOM responsibility). COMNAVSEASYSCOM remains totally responsible to plan for and fund equipment removal plus development and funding of reactivation packages.

1107. Equipment Removals. Costs for equipment removal, dismantling, packing, handling, and crating incident to delivery of stripped material intended for further use will be financed by the Hardware Systems Command, Bureau, Inventory Manager, other service, or other authority directing removal and redistribution of subject material. Specifically, certain common situations will be handled as follows:

1. The removal and shipment of equipment removed from mobilization assets and warehoused in support of reactivation of the ship will normally be programmed and centrally funded by NAVSEA out of the Inactivation of Ships (P2QA) budget line.
2. The removal and shipment of equipment removed from mobilization or disposal assets for reutilization by inventory managers will be funded out of the IM's restoration funds or the Navy Stock Fund.
3. The removal and shipment of equipment removed from mobilization or disposal assets for support of an immediate Inventory Manager requirement (cannibalization) will be funded out of the IM's restoration funds or the Navy Stock Fund. Replacement may be required and is the responsibility of the requesting activity.
4. The removal and shipment of equipment removed from disposal assets in support of TYCOM stripping during inactivation when authorized by the equipment manager and approved by OP-43 or during disposal when offered up for Fleet stripping will be funded by Fleet Maintenance Funds.

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5. In none of these situations will costs be incurred by the custodian prior to official notification, by the directing authority to do such work, accompanied by appropriate funding authorization.

1108. Military Sealift Command. For ships under his cognizance, COMSC is responsible for programming and budgeting costs associated with the inactivation effort up to transfer of custody to MARAD. The warfare sponsor is responsible for the first year retention costs, OP-04 for subsequent retention costs, and either the warfare sponsor or OP-04 (see paragraph 908 for specifics) is subsequently responsible for programming and budgeting costs of the disposal effort. Funding to support a mobilization effort is by direct funding citation to MARAD. COMSC is responsible for determining how to handle pre-inactivation efforts.

1109. Oceanographer of the Navy. For ships under his cognizance, the Oceanographer of the Navy functions as any other warfare sponsor with ships assigned to COMSC. Chapter 9 details Oceanographer of the Navy funding responsibilities.

1110. Ships Held for Targets or Experimental Purposes

1. Costs associated with storage, breakout, and environmental preparations for ships held as targets or for experimental purposes at any NISMF or MARAD site must be borne by the requiring activity.
2. Any costs associated with stripping a ship prior to authorizing the ship for a SINKEX must be borne by the requiring activity.

1111. Ships Held for Foreign Military Sale or Lease

1. For ships held for potential foreign military lease, holding costs are assumed by OP-04, since the ship technically remains a mobilization asset.
2. For ships held for potential foreign military sale, holding costs during the holding period are to be borne by OP-04.
3. Once a Letter of Offer and Acceptance (DD 1513) has been accepted and countersigned and an FMS or FML case has been implemented, NISMF charges are to accrue to the case.

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CHAPTER 12

TRAINING

1201. General. Upon inactivation of a ship or class of ships the appropriate training support must be reviewed for applicability to other classes of ships. A determination must be made regarding continuation of training as the ships are decommissioned.

1202. Policy. The Chief of Naval Education and Training (CNET) in cooperation with COMNAVSEASYSKOM will conduct a review of those courses and training pipelines that support a particular class of ships or individual systems onboard ship to determine the necessity of maintaining the training.

1203. Disposition. In the event training is no longer required, the courses are to be disestablished and resources reprogrammed.

1. Course material, technical training equipment (TTE), and training devices that support ships retained as mobilization assets will be placed in storage by CNET until the ship or last ship of the class is stricken; unless, CNET determines that there are less costly training alternatives available in the event of mobilization. In the event reactivation of mobilization assets is ordered, courses are to be reestablished as approved by CNO based on the recommendation of CNET, TYCOMS, and COMNAVSEASYSKOM.

2. Once the last ship of a class is stricken or CNET selects a more cost-effective training method, course material, TTE, and training devices will be listed as excess property and disposed of accordingly.

3. During negotiations for the transfer of ships to other government agencies or foreign nations, a determination will be made as to the inclusion of training support with the transfer of the ship. Courses that support systems aboard ships transferred to other government agencies or foreign nations will not be discontinued until final disposition is determined.

4. Instructors and support staff for discontinued training will be reassigned based on CNET recommendation to CHNAVPERs.

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APPENDIX ADefinitions

Custodian. The Site Director of a Naval Inactive Ship Maintenance Facility, TYCOM, or other shore activity who has been directed by COMNAVSEASYSKOM or a FLTCINC, when requested by CNO, to retain or assume custody of a ship for the disposal process subsequent to decommissioning, in the case of an active ship, or striking from the Naval Vessel Register, in the case of an inactive ship or service craft.

Full Inactivation. Includes pre-inactivation ship overhaul, drydocking, and inactivation following all requirements of Naval Ships Technical Manual Chapter 050.

Hot Ship Transfer. Transfer of a ship to a foreign government in which the foreign government accepts a ship coincident with the decommissioning of the ship from the U.S. Navy.

Inactivation. The process by which a ship prepares for decommissioning and for the eventual disposition of the ship, i.e., mobilization, foreign military sale, disposal, etc. This term is often used interchangeably with deactivation.

Inactive Fleet. The totality of ships and service craft which have been decommissioned and are in one of the following categories:

- a. Ships in a retention or disposal category under the cognizance of a NISMF and physically located in a NISMF or in MARAD facilities.
- b. Former nuclear-powered ships and submarines plus ships and service craft with nuclear-power support capability which are berthed at a naval shipyard under the cognizance of the shipyard Commander.
- c. Former MSC ships in a retention category physically located in MARAD facilities.
- d. Ships in a retention category under the cognizance of a TYCOM prior to custody transfer to a NISMF.

The inactive fleet does not include ships and service craft in the following categories:

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- a. Ships and service craft in temporary stow at a NISMF.
- b. Ships and service craft which have had title transferred to MARAD.
- c. Ships and service craft which have been turned over to another Navy activity for target or experimental purposes. These vessels could become part of the inactive fleet again if turned back to the NISMF for disposal preparations.
- d. Ships and service craft which have been turned over to another activity or agency for donation, museum, or memorial use or as an artificial reef.

Inactive Ship. Any ship or service craft which have been decommissioned and is in one of the categories defined under Inactive Fleet.

In Commission, In Reserve (ICIR). Status of Navy ship during the period from date of stand-down, as directed by CNO, until decommissioning.

Industrial Assistance. Work performed by a shipyard or special labor force with tools, equipment, and back-up facilities normally associated with the marine repair or construction industry. This may also include supplemental labor and/or technical service beyond the normal capability of a non-industrial activity.

In Service, In Reserve (ISIR). Status of Navy service craft and USNS ships from date of stand down, as directed by CNO, until decommissioning.

Inventory Manager. A systems command, bureau, or inventory control point which exercises inventory control over a particular category of material.

Logistics Support Asset. An inactivated vessel maintained in safe stow or Standard Inactivation status which is utilized as a primary means of cannibalization or Inventory Manager support. Cannibalization from such vessels is authorized without replacement.

Maintenance Category. Indicates the priority sequence for the level of maintenance to be accomplished. The categories are contained in paragraph 302.

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National Defense Reserve Fleet (NDRF). Inactive reserve source of ships that could be activated within 20-120 days to meet the shipping requirements of the United States during national emergencies. The NDRF is maintained by the Maritime Administration (MARAD).

Out of Commission, In Reserve (OCIR). Status of Navy ship from decommissioning until stricken from the Naval Vessel Register.

Out of Service, In Reserve (OSIR). Status of Navy service craft and USNS ships from decommissioning until stricken from the Naval Vessel Register.

Ready Reserve Fleet (RRF). Select group of ships within the NDRF which are rigorously maintained in an increased state of readiness that would permit their activation within five, ten, or twenty days.

Retention Asset. A vessel designated by CNO as a mobilization asset (category B or C as defined in paragraph 302). Ships designated for foreign military lease are technically retention assets pending transfer or other disposition.

Safe Stow. An inactivated vessel which has been laid up in accordance with the minimum preparation requirements of NSTM Chapter 050, Sections 7 and 9. This lay-up is normally accomplished on ships and service craft designated for strike or scrap sale.

Stand-Down. The date by which a ship shifts from operational status to an inactivation status and commences the inactivation process.

Standard Inactivation. An inactivated vessel which has been laid up in accordance with NSTM Chapter 050, Sections 7 and 9 and applicable paragraphs in Section 2 and 3. Dehumidification, cathodic protection, and flooding alarms will be installed on such vessels. It does not include pre-inactivation ship overhaul and normally does not include drydocking. Standard Inactivation is normally designated for reserve category B and C ships (as defined in paragraph 302) and ships designated for foreign military sale/lease which require equipment preservation for long-term preservations. Formerly known as "modified safe stow."

Strike. The declaration by the Secretary of the Navy that a ship or service craft is to be removed from the Naval Vessel Register.

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Stripping. Removal from a ship, incident to its inactivation or its disposal, of installed equipment, onboard allowances of spares, repair parts, consumable material, technical manuals, etc., for which there is a requirement.

Stripping Activity. Any activity, naval or civilian, that provides assistance in the removal of items during the stripping process incident to the inactivation or disposal of a ship. Stripping activities are normally classified based on their industrial capabilities as: Stripping Activity (Industrial) or Stripping Activity (Non-industrial). When a ship is disposed of by sale for scrap, the purchaser may be required as a condition of sale, to perform final demilitarization and to remove and deliver to the government specific items of installed equipment identified in the sales contract.

Stripping Activity (Industrial). Any activity, naval or civilian, that provides industrial assistance in the removal of items during the stripping process incident to the disposal of a ship. When a ship is disposed of by sale for scrap, the purchaser of the ship will be required as a condition of sale, unless otherwise directed by COMNAVSEASYSOM, to perform final demilitarization and to remove and deliver to the government specific items of installed equipment identified in the sales contract.

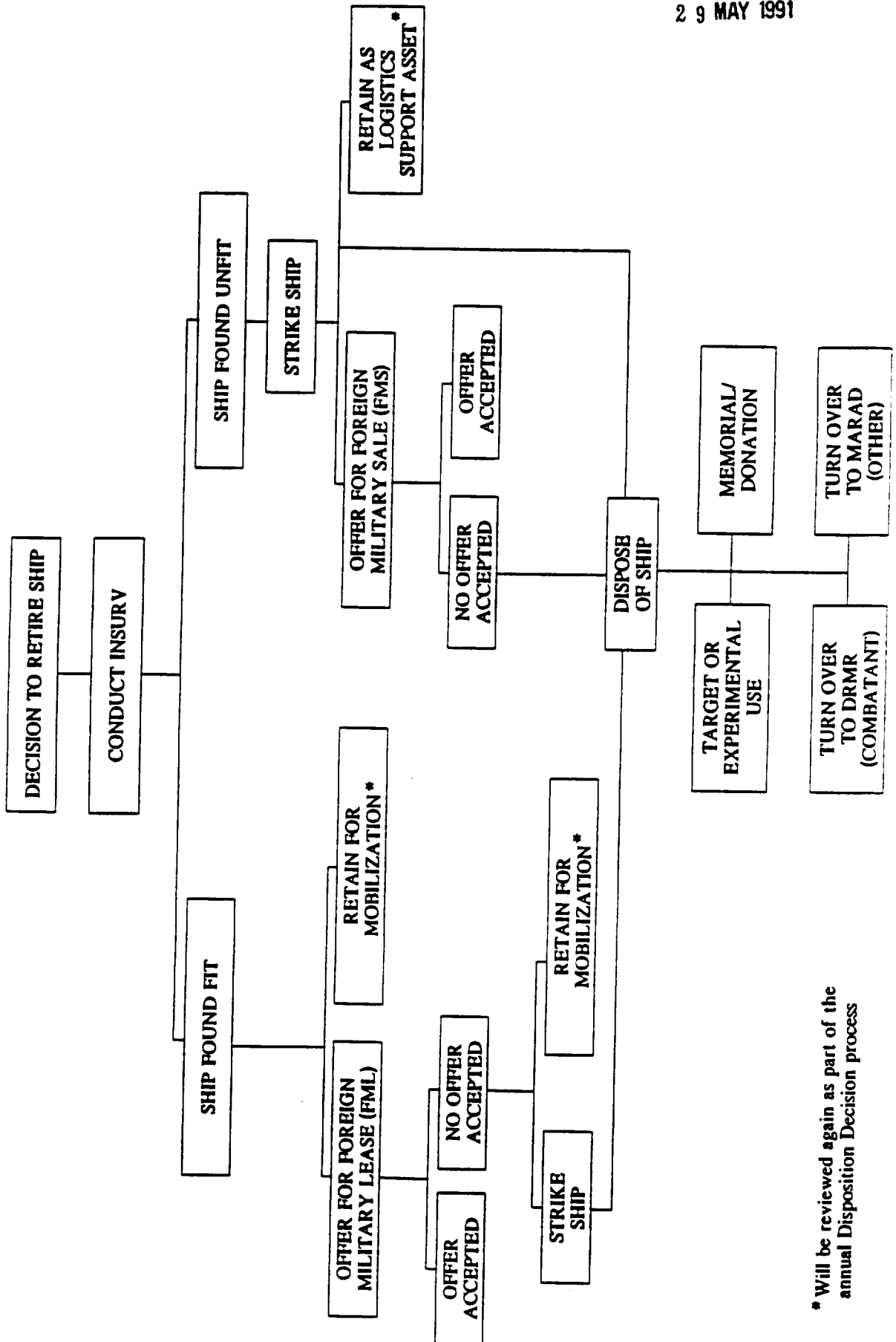
Stripping Activity (Non-industrial). The custodian or other designated naval activity under whose surveillance stripping action is performed, which does not require industrial assistance.

Vessel Category. (Same as Maintenance Category) Indicates the priority sequence for the level of maintenance to be accomplished. The categories are contained in paragraph 302.

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APPENDIX B

SHIP DISPOSITION DECISION MATRIX



* Will be reviewed again as part of the annual Disposition Decision process

APPENDIX C MATERIAL DISPOSITION MATRIX

TYPE OF MATERIAL	TYPE OF SHIP TRANSACTION							
	RETENTION ASSETS		DISPOSAL ASSETS					
	RETAIN MOBIL.	HOLD FOR FML	FMS HOT SHIP	HOLD FOR FMS	LOGISTIC ASSET	MEMORIAL	TARGET	SCRAP SALE
BENCH STOCKS (OST's)	A	E	A	E	E	E	E	E
STOREROOM CONSUMABLES	E	E	A	E	E	E	E	E
REPAIR PARTS HM&E (INCL DLRs)	A	A	A	A	D	D	D	D
ELECTRONIC SPARES (INCL DLR's)	A	A	A	A	D	D	D	D
MAM's (INCL DLRs)	A	A	A	A	D	D	D	D
READY SVC SPARES (INCL DLRs)	A	A	A	A	D	D	D	D
CONSUMABLES & EQUIPAGE SUBJ. TO DETER.	E	E	A	E	E	E	E	E
EQUIPAGE NOT SUBJ. TO DETER.	A	A	A	A	E	E	E	E
INSTALLED EQUIPMENT	B	B	A	B	C	C	C	C
TEST EQUIPMENT	A	A	A	A	D	D	D	D
ADP HARD & SOFTWARE	F	F	F	F	F	F	F	F
MED/DENTAL SUPPLIES	D	D	A	D	D	D	D	D

DISPOSAL MATRIX KEY

- A** Retain onboard
- B** Cannibalization as authorized by NAVSEA DET Portsmouth, VA with concurrence of CNO (OP-43). Extremely unusual circumstances only. Replacement required.
- C** Canibalization as authorized by NAVSEA DET Portsmouth, VA to replace CASREP equipment on fleet unit. Replacement not required. During disposal process, first offered to program and inventory manager and then Fleet stripping.
- D** Offload for return to Supply System; material not required by Supply System will be offloaded to Defense Reutilization Marketing Office.
- E** TYCOM redistributes; remaining material will be offloaded for return to Supply System. Material not required by the Supply System will be offloaded to Defense Reutilization Marketing Office.
- F** SNAP equipment will be redistributed by SPAWAR.

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APPENDIX D

RELICS TO BE PRESERVED ON SHIPS BEING DECOMMISSIONED

All items listed in Appendix E.

CITATIONS

Should be sent to Curator for safe stowage.

CORRESPONDENCE

Of significant historical value.

FLAGS

Ensign, Jack, and commissioning pennant last flown; battle flags actually flown in battle; and flags of other historical significance will be sent to the Curator for safe storage.

HISTORY OF SHIP

Pertinent literature such as decommissioning brochure, photographs, commemorative brochures of special events and occasions, track charts of notable cruises, copies of action reports, important log entries, and cruise books.

LOANED OR DONATED PROPERTY

Property (paintings, relics, other memorabilia) loaned or donated to a ship by a private person, public agency or organization (silver service items excepted) shall be specifically referred to the Curator for disposition.

PAINTINGS

Should be sent to Curator for safe storage.

PHOTOGRAPHS

Of commanding officers, the ship, the crew, events related to the ship, the individual for whom ship was named (if applicable), and dignitaries visiting ship should be sent to Curator for safe storage.

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SILVER SERVICE

To be reported by letter to COMNAVSUPSYSCOM (SUP 033) Washington, DC 20376-5000. The silver service will be held in vault storage at the nearest Naval Supply Center, Naval Supply Depot, or naval shipyard for safekeeping.

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APPENDIX E

RELICS TO BE REMOVED FROM ALL SHIPS PRIOR TO PUBLIC
SALE OR USE FOR TARGET OR EXPERIMENT

ANEMOMETER

One (1).

BAROMETER

One (1).

BELLS

Ship, turret, and quarterdeck.

BOOKS, DOCUMENTS, ETC.

Any found onboard.

CHAPLAIN ARTICLES

When available.

CHINA AND SILVERWARE

Representative selection from Wardroom, Captain's, and Flag Mess.

"CHRISTMAS TREE"

Hull opening indicator and vent and flood indicators from submarines; not the complete assembly but only the cover plate with light jewels.

CLOCKS

From Pilot House, C.O. Cabin, Flag Cabin, Flag Bridge, and other such places.

DISPLAY BOARDS

Bosun's knotboard and other special displays or exhibits.

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FLAGS

Ensign, Jack, and commission pennant last flown; battle flags actually flown in battle; and flags of other historical significance.

HISTORY OF SHIP

Pertinent literature such as decommissioning brochure, photographs, commemorative brochures of special events and occasions, track charts of notable cruises, copies of action reports, important log entries, and cruise books.

INCLINOMETER

INDICATORS

List, trim, and draft indicators.

LIFE RING BUOYS

Two (2).

LOANS OR DONATIONS

All items not previously delivered to Curator that were loaned or donated to the ship by an individual such as the sponsor or an organization. (See Appendix (D)).

NAME PLATE

With ship's data; machinery name plates and label plates with ship's name inscribed.

PAINTINGS

All: Curator should be advised of murals.

PHOTOGRAPHS

All.

PLANKING

Two hundred (200) running feet (when available) cut into 50 sections, four feet in length.

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PLAQUES

Builder's plaque, engagement plaques, commissioning plaques, commanding officers' plaques, ship's individually designed insignia plaque.

RIG FOR DIVE BILL

SHIP CONTROL WHEELS

From submarines, planesman/helmsman.

SIGNAL FLAGS

All.

STEERING WHEELS

All, including emergency steering wheels.

TOMPIONS

All.

TROPHIES

All.

APPENDIX F

RELICS TO BE REMOVED FROM SHIPS IF SPECIFIC
REQUESTS ARE MADE BY CURATOR

ANCHORS

With five shots of chain.

ENGINE ORDER TELEGRAPH

And other easily removed bridge fittings.

ENGINE ROOM EQUIPMENT

Dials, annunciator, and other small objects.

FURNITURE

Historical items; not to include built-in furniture.

GUNS

Usually not larger than 5-inch.

GYRO REPEATERS

Steering - one (1).

NAVIGATIONAL EQUIPMENT

Binnacles, complete with magnetic compass, quadrantal spheres, compensating coils, and cover hood; Pelorus stand with gyro repeater.

PLOTTING BOARDS

Vertical and horizontal.

PORTHOLE FRAMES AND GLASS

Four.

SIDELIGHTS

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SIGNALING EQUIPMENT

Signaling search lights, aldis lamps, one set of signal flags.

STEERING STAND

From Pilot House, to include helm wheel, rudder angle indicator, gyro repeater, and attached contact makers.

SUBMARINE PERISCOPE HOISTING YOKE, LOCKING RING AND BEARING

TORPEDO TUBE INNER DOORS

One (1).

VOICE TUBES

Terminal topside segments. (Bridge area).

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APPENDIX G

RELICS TO BE REMOVED FROM ALL SHIPS BEING TRANSFERRED
TO ANOTHER U.S. GOVERNMENT AGENCY OR TO
A FOREIGN GOVERNMENT

DISPLAY BOARDS

Bosun's knotboard and other special displays or exhibits.

FLAGS

Ensign, Jack, and commissioning pennant last flown; battle flags actually flown in battle; flags of other historical significance.

HISTORY OF SHIP

Pertinent literature such as decommissioning brochure, photographs, commemorative brochures of special events and occasions, track charts of notable cruises, copies of action reports, important log entries, and cruise books.

LABEL PLATES

Compartment and machinery label plates inscribed with the ship's name.

LIFE RING BUOYS

Two (2).

LOANS OR DONATIONS

All items (pictures, relics, or other memorabilia) loaned or donated to the ship by an individual, public agency, or organization (silver service excepted) shall be specifically referred to the Curator for disposition.

PAINTINGS

All; Curator should be apprised of murals.

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PLAQUES

Same as those listed in Appendix (E). (It is particularly important that a small memento which includes the ship's name be removed for presentation by the Curator to the ship's sponsor.)

SHIP'S BELL

SILVER SERVICE

To be reported by letter to the COMNAVSUPSYSCOM (SUP 033) Washington, DC. 20376-5000. The silver service will be held in vault storage at the nearest Naval Supply Center, Naval Supply Depot, or naval shipyard for safekeeping.

TROPHIES

All.